



Palisades Charter High School

Board Meeting

Date and Time

Tuesday November 7, 2017 at 5:00 PM PST

Location

Gilbert Hall, Palisades Charter High School, 15777 Bowdoin St., Pacific Palisades, CA 90272

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY: Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board of Palisades Charter High School may request assistance by contacting the Main Office at (310) 230-6623 at least 24 hours in advance.

SUPPORTING DOCUMENTATION:

Supporting documentation is available at the Main Office of the School, located at 15777 Bowdoin Street, Pacific Palisades, CA 90272, (Tel: 310- 230-6623) and may also be accessible on the PCHS website at <http://palihigh.org/boardrecords.aspx>.

ALL TIMES ARE APPROXIMATE AND ARE PROVIDED FOR CONVENIENCE ONLY:

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. All items may be heard in a different order than listed on the agenda.

DIAL-IN NUMBER: (605) 475-5900. ACCESS CODE: 660-0134

Please note that the conference dial-in number above is only active when a Board Trustee has indicated they will calling from an off-site location to participate.

Agenda

I. Opening Items

Opening Items

A. Call the Meeting to Order

B. Record Attendance and Guests

Trustees:

Emilie Larew (Chair)	Rocky Montz
Leslie Woolley (Vice Chair)	Andrew Paris
Deanna Hamilton (Secretary)	Robert Rene
David Carini	Camille Schoenberg
Emily Hirsch	Mystic Thompson
Shawn McClellan	

Student Liaison: Taylor Torgerson

PCHS Management:

Dr. Pamela Magee, Executive Director / Principal
Gregory Wood, Chief Business Officer

C. Public Comment

Non-agenda items: No individual presentation shall be for more than two (2) minutes and the total time for this purpose shall not exceed sixteen (16) minutes. Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation. Speakers may choose to speak during the public comment segment and/or at the time an agenda item is presented.

D. Approve Minutes

September 26, 2017 Regular Meeting

Approve minutes for Board Meeting on September 26, 2017

E. Approve Minutes

October 17, 2017 Regular Meeting

Approve minutes for Board Meeting on October 17, 2017

II. Organizational Reports

- A. Student Report
- B. Parent Report
- C. Classified Staff Report
- D. Faculty Report
- E. Human Resources Director (HR) Report
- F. Director of Operations Report
- G. Director of Development Report
- H. Chief Business Officer (CBO) Report
- I. Executive Director/Principal (EDP) Report

III. Board Committees (Stakeholder Board Level Committees)

- A. Budget & Finance Committee Report
- B. Academic Accountability Committee Report

IV. Board Committees (Board Members Only)

- A. Audit Committee Report

V. Academic Excellence

Academic Excellence

- A. State Dashboard: Local Indicators
- B. Resolution Regarding Reviewing / Potentially Updating Graduation Requirements
- C. Title IX Presentation

VI. Facilities / Operations

- A. Campus Security Fence Updates
- B. Campus Security Personnel Needs & Budget Update

- C. PCHS Transportation Update

VII. Finance

Finance

- A. Fiscal Policies and Procedures Manual

VIII. Governance

Governance

IX. Executive Director/Principal (EDP) Support and Evaluation

- A. Evaluation Committee Presentation

X. Consent Agenda

- A. Approval of Updated Membership of Board Committees
- B. Approval of reimbursements for Executive Director / Principal
- C. Approval of Field Trips

XI. New Business / Announcements

- A. Announcements / New Business
 - Date of Next Regular Board Meeting is Tuesday, December 12, 2017

- B. Board Chair to announce items for closed session, if any.

XII. Closed Session

- A. Conference with Legal Counsel: Anticipated Litigation
(Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9)
- B. Public Employee Evaluation (Govt. Code 54957)
Title: Executive Director / Principal

XIII. Open Session

- A. Return to Open Session
- B. Report Out on Action Taken In Closed Session, If Any.

XIV. Closing Items

- A. Adjourn Meeting

Coversheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on September 26, 2017

APPROVED



Palisades Charter High School

Minutes

Board Meeting

Date and Time

Tuesday September 26, 2017 at 5:00 PM

Location

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Trustees Present

Andrew Paris, Camille Schoenberg, David Carini, Deanna Hamilton, Emilie Larew, Emily Hirsch, Leslie Woolley, Mystic Thompson, Robert Rene, Rocky Montz

Trustees Absent

Shawn McClellan

Ex Officio Members Present

Dr. Pam Magee

Non Voting Members Present

Dr. Pam Magee

Guests Present

Shelby Ladnier

I. Opening Items

A. Call the Meeting to Order

Emilie Larew called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Sep 26, 2017 at 5:13 PM.

Robert Rene arrived @ 5:25pm

B. Record Attendance and Guests

Robert Rene is running late.

Shawn McClellan will not be in attendance.

C. Public Comment

No Public Comment

D. Approve Minutes

Rocky Montz made a motion to approve minutes from the Board Meeting on 07-18-17 Board Meeting on 07-18-17.

Emily Hirsch seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Deanna Hamilton Aye

Emily Hirsch Aye

Camille Schoenberg Aye

Leslie Woolley Aye

Roll Call

Shawn McClellan	Absent
David Carini	Aye
Emilie Larew	Aye
Andrew Paris	Aye
Robert Rene	Aye
Mystic Thompson	Abstain

E. Approve Minutes

Leslie Woolley made a motion to approve minutes from the Board Meeting on 08-22-17 Board Meeting on 08-22-17.

Mystic Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Leslie Woolley	Aye
Robert Rene	Aye
Emily Hirsch	Aye
David Carini	Aye
Deanna Hamilton	Aye
Camille Schoenberg	Aye
Rocky Montz	Aye
Andrew Paris	Aye
Emilie Larew	Aye
Shawn McClellan	Absent
Mystic Thompson	Aye

F. Approve Minutes

Emily Hirsch made a motion to approve minutes from the Special Board Meeting on 08-26-17 Special Board Meeting on 08-26-17.

David Carini seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

David Carini	Aye
Camille Schoenberg	Aye
Rocky Montz	Aye
Mystic Thompson	Aye
Andrew Paris	Aye
Leslie Woolley	Aye
Robert Rene	Aye
Emilie Larew	Aye
Emily Hirsch	Aye
Deanna Hamilton	Aye
Shawn McClellan	Absent

II. Organizational Reports

A. Student Report

Football Fest/ food trucks last Friday was successful.

Blood drive went well.

Homecoming dance is scheduled for Oct 21, 2017 and take place at the California Science Center.

B. Parent Report

Deanna reported Booster Club meeting was held on September 26th; Annual Phone-A-Thon will be held on Wednesday, November 8th and Monday, November 13th at 6:30pm at Coldwell Banker 15001 West Sunset Blvd., Pacific Palisades, 90272

C. Classified Staff Report

No Report

D. Faculty Report

David Carini read a letter from PE teacher Amanda Campbell. The letter is included in the Board Materials.

The PE Dept. is facing the issue of being displaced from their class space for special events. Amanda made the following recommendations to minimize the impact on the PE classes:

1. Better communication and planning with the Student Leadership when scheduling the Blood Drive and other events
2. Prioritizing PE facility repairs for summer or outside school hours
3. Involving PE Department Chair in event planning
4. Inform others of the impact to the PE department when planning events

E. Human Resources Director (HR) Report

Stands as submitted

F. Director of Operations Report

Stands as submitted

There were two questions from Board Members regarding the report:

Regarding safety - Do we have enough provisions for an overnight stay or extended day for students/faculty? Response: We have rations for 1 night. We also have a fully stocked cafeteria should we have a big emergency.

Regarding pool renovations - Are we starting to save for pool renovations? We do have a deferred maintenance contributions set up in our budget that are available for maintenance services.

G. Director of Development Report

Stands as submitted

Raised \$130K as of today, which is a good start. Donor Brick Campaign- \$93,375 raised and The PCHS Fund-\$37,622 raised.

Engaged 150 freshman parents during the Back to School breakfast on August 27th. It was discussed that striving for success is not cheap. The PCHS Fund is there for sustainability and helping to pay for emergency supplies, transportation, tech equity, traffic mitigation and Diversity Director's salary.

We have a few more grants and donations forthcoming such as Pacific Palisades Women's Youth Club.

H. Chief Business Officer (CBO) Report

Stands as submitted

Greg Wood noted he is setting up some proposals to bring to the CCSA Conference.

I. Executive Director/Principal (EDP) Report

Stands as submitted

III. Board Committees (Stakeholder Board Level Committees)

A. Academic Accountability Committee Presentation

Report Tabled

B. Budget & Finance Committee Presentation

Sara Margiota presented. The purpose of the Budget and Finance Committee is to ensure stakeholders participate in decisions related to revenues, expenditures and fund balances. Everything that is presented to the Board should be presented and discussed with Budget/Finance Committee. The committee meets second Monday of each month. There are six open seats.

C. Charter Committee Presentation

Deanna Hamilton presented- It is recommended that we maintain this committee. The purpose of the committee is to consider and recommend to the Board of Trustees changes to the PCHS Charter. The next charter renewal is 2020.

Open seats (3) PARENT SEATS. We should advertise to recruit members.

D. Election Committee Presentation

Rocky Montz presented: Election Committee is tasked with all aspects of yearly elections for the Board and Student elections.

Meetings are scheduled on an Ad-Hoc basis with the bulk of the meetings between February and May.

No current unfilled seats, but new members are welcomed

E. Post-Retirement Healthcare Benefits Committee Presentation

Report Tabled

IV. Board Committees (Board Members Only)

A. Audit Committee Presentation

Tabled presentation until October

B. Grade Appeal Committee Presentation

Stands as submitted

C. Survey Committee Presentation

Tasked with revising the annual Columbia Survey and any other major survey requested by the Administration or Ad hoc Committee. The annual survey has been used as our schoolwide stakeholder satisfaction survey. It is recommended that the committee remain active. The committee has one open position: Parent Trustee.

D. Risk Management Committee Presentation

Emilie Larew described the purpose of the Risk Management Committee as regularly meeting with EDP to stay informed as to any risk of pending or threatened litigation. The committee may advise the EDP, and may, in its discretion, bring any matter to the full Board of Trustees. There are currently no open positions.

V. Academic Excellence

A. Discussion of Class Rankings

Ruth Grubb raised the point that rankings is inconsequential for high performing high schools like PCHS. More students are taking AP classes and College Center is not sure how beneficial ranking is. Colleges are focusing on collaboration and kindness versus competitiveness. Area high schools that are not ranking students: SAMO, Campbell Hall and Crossroads. Harvard-Westlake and Brentwood probably do not rank either.

Robert Rene mentioned that giving optionality is important. Some kids want to have ranking maintained, so why not give them the option. Per Robert the National Association of College Admission Counseling fully endorses high school ranking.

Mystic Thompson noted eliminating class ranking does not mean we are not focused on academic excellence.

Emily Hirsch suggested we keep the ranking and only provide it to the colleges, not the students.

David Carini suggested we take a student/parent survey to determine the importance of class ranking to our stakeholders.

Dr. Magee agrees we should provide survey at the next Student Summit Meeting and at the Curriculum Council Meeting. Maybe we can create a hybrid.

Overall - we need to gather some extra research to determine the benefits or drawbacks of class ranking to make an informed decision.

B. Columbia Survey Results

Emilie Larew reported that the survey committee worked with Columbia to gather this data. It is our 5th year. This year we focused on student participation. Our participation with staff and students has grown exponentially each year.

David Carini, Rocky Montz, Andrew Paris and Deanna Hamilton highlighted the survey results:

- Increases of positive feedback from the teachers/faculty was massively impressive.
- 85% Parents rated the school B rating or higher in 2017.
- 65% Parents felt they could not approach the administration.
- Parents feedback - want more parent/teacher involvement.
- Employee feedback - cliff notes: data should be used as descriptive; suggested better communications between Administration and employees.
- Students were concerned about assessments that the teachers used to finalize their grades. The students felt there was some inconsistency and that the Math department has a need for some changes. The request that the Administration look at the faculty that the students surveyed and recommended needed improvement.

- Faculty evaluations seem unfair.
- Bathroom cleanliness needs to be improved.
- Teacher effectiveness; lack of communication on child's academic progress.
- Comparing 2016 to 2017 - staff has concerns with Administration and felt there was not enough transparency and collaboration with staff members.

C. PCHS Educational Philosophy & 2017-2018 Schoolwide Goals

Mystic Thompson made a motion to approved as submitted the PCHS School wide Goals for 2017-2018.

David Carini seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Andrew Paris	Aye
Rocky Montz	Aye
Leslie Woolley	Aye
Emily Hirsch	Aye
Camille Schoenberg	Aye
Deanna Hamilton	Aye
David Carini	Aye
Emilie Larew	Aye
Robert Rene	Aye
Shawn McClellan	Absent
Mystic Thompson	Aye

The PCHS school wide goals have been instrumental in the progress we have made. They are the roadmap that will keep us focused. The goals are developed annually by the Board of Trustees and the School Leadership Team. Goal 1: PCHS to foster appropriate types of communication for all stakeholders is a goal we should continue to work on. These goals will assist use with our 6th year evaluation study and upcoming charter renewal.

Robert Rene commented- providing updates on Goal progress is effective during the Board Meetings.

D. PCHS Current Enrollment and Class Size Updates

Jeff Hartman discussed class size averages. Concerns were raised at the last Board meeting about class size.

Classes are typically capped at 30 students for Math and English. PE classes have 30-63 students. It was requested that we gather more data to review classes that have more than 35 students in each class room.

Dr. Magee chimed in that we are dealing with an anomaly - as we have 3060 students and this is higher than normal. We had a greater number of students from Paul Revere that were eligible to matriculate to PCHS and we had locals show up in June/July after PCHS made enrollment decisions in May/June. To prepare for another perfect storm in the future, we will try to gather more information from Paul Revere.

VI. Facilities / Operations

A. Campus Security Fences

Don Purcell is recommending Security Fencing for 3 priority areas:

1. Parking Lot Fence- this fence would provide the most security and be opened during rush hours.
2. PE Fence
3. Mercer Music Fence- close off people from sleeping overnight on campus.

The fences will mitigate theft and intruders and provide some extra security, create an entrance and exit for parents and provide a sense of security for students and teachers. The fencing will be kept off the front of the school and be aesthetically pleasing.

Leslie Woolley mentioned the money could be spent on other items. David Carini expressed a concern that our current open campus would feel like a prison and would fencing create a bottleneck in the event of an active shooter or fire. Mystic Thompson mentioned it is pretty scary when you run into a stranger on the field or campus during school hours.

Don asked the Board to provide direction as to whom to speak to for guidance or expert input about the fencing. The Board recommended seeking guidance from LAPD, LAUSD Police, ALICE consultants, Architect or the like for a diagram to see what the fencing would look like.

B. Update on Transportation & Planning for the Future

The Operation Report included in the meeting materials provides an update on the Transportation to PCHS.

Don Purcell reported we have 828 riders on the school bus. The number is stable now. We have 45% scholarship riders: 24% with full scholarships and 21% with partial scholarships. Costs are higher and transportation is not likely to decrease in cost - moving forward, unless we find ways to subsidize ridership. We need an ongoing dialogue regarding transportation cost and services and we may need to promote public transportation. The first 3 weeks of school, there were issues with the online payment processing system, but that has been resolved. Also per Leslie, bus drivers did not know

how to get to PCHS; Don will look into this issue. Four buses are full and 6 buses are partially full with 1-2 seats remaining. Only 39 students were registered and did not pursue bus service, but they found other alternative transportation to Pali.

Greg Wood reported we have similar levels of ridership as last year, but we are \$200,000 over our budgeted amount for transportation.

VII. Finance

A. 2017-2018 Prop 30 EPA Budget Approval

Robert Rene made a motion to approve the EPA- Prop 30 Budget as recommended by the Budget and Finance Committee.

Mystic Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Leslie Woolley	Aye
Emilie Larew	Aye
David Carini	Aye
Deanna Hamilton	Aye
Shawn McClellan	Absent
Camille Schoenberg	Aye
Emily Hirsch	Aye
Andrew Paris	Aye
Mystic Thompson	Aye
Rocky Montz	Aye
Robert Rene	Aye

Greg Wood reported EPA Funding-Prop 30 requires that we have a formal budget for funds. The budget is included in the Board Materials. The funds are primarily used for Teacher Salary and Benefits. Greg clarified that Indirect Cost included in the budget is basically rent due to LAUSD.

B. 2016-2017 ASB Financial Updates

Greg Wood and Arleta Ilyas reviewed the ASB Budget for 2017-2018. Last school year the ASB had over \$414K in income and \$361K in expenses (excluding cost of Goods Sold). The net income was \$1,283.76. All money goes back to students to have a positive experience outside the classrooms. The students review what they will be funding and what is good for the entire student body when creating this school year's budget. The Finance Department facilitates the process during the creation of the budget.

C.

Fiscal Policies and Procedures Update

There were no Fiscal Policies and Procedures updates. The updates did not make it out of the committee.

VIII. Governance

A. Notice of Concern - Filming & Other Activities from LAUSD CSD

Don Parcell discussed the Notice of Concern received from LAUSD regarding our current practice related to public use of the school facilities for filming. LAUSD has requested information for the last 5 years (audit) regarding filming on the campus. One of the issues is that LAUSD feels they are entitled to a portion of the revenue generated from permits.

Greg Wood stated we have a letter from LAUSD (from 2004) allowing us to operate independently of Film LA and retain all revenue from permits. We are unique, because we do not need to use Film LA as an agent to solicit filming contracts, for Production Companies come directly to PCHS. The letter is being brought to the Board for transparency and assurance that the concerns are being addressed. The deadline to respond to the concerns of LAUSD was September 29, 2017, but per Dr. Magee we were granted an extension until October 6, 2017. Rocky Montz will help with the response to the Notice of Concern and assured the Board that over the last 6 years there is more transparency when issuing permits. Also, some Use Agreements have a separate third party agreement that is paid separately. Greg Wood mentioned checks and balances have been created, we do not co-mingle the Civic Center Permit funds with general PCHS funds and we have financial statements available.

B. Review & Update of Governing Policies

Emilie Larew reported that she reviewed our Board Meeting Minutes from 2014 to present to determine if any Board approved governance policies had not been incorporated into our current Board of Trustee Governance Policies. Revised governance policies are included in the Board Materials:

1. Missing polices are highlighted in red and
2. Recommended minor changes are highlighted in yellow.

It is a requirement to review our governance policies. Changes were reviewed and approved by our attorney.

Robert Rene made a motion to approve the revised Board of Trustees Governance Policies.

Camille Schoenberg seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Leslie Woolley Aye

Roll Call

Mystic Thompson	Aye
Andrew Paris	Aye
Deanna Hamilton	Aye
Robert Rene	Aye
Rocky Montz	Aye
Emilie Larew	Aye
Camille Schoenberg	Aye
David Carini	Aye
Emily Hirsch	Aye
Shawn McClellan	Absent

C. Review of Board Retreat

We reviewed minutes/goals from the retreat and no additional information needed.

D. Board Legal / Governance Training Updates

All annual training is completed.

One item that came out of our training: We can add more items to Consent Agenda that will not require discussion. This will enable us to pass a number of items faster.

Board members can participate in training offered through CCSA. Let Emilie Larew know if you want more training. It was agreed (as a special meeting) we will bring someone in for Financing Training for the Board.

IX. Consent Agenda

A. Approval of Updated Membership of Board Committees

Robert Rene made a motion to approve Consent Agenda as submitted.

Emily Hirsch seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Emilie Larew	Aye
Rocky Montz	Aye
Leslie Woolley	Aye
Mystic Thompson	Aye
Robert Rene	Aye
Andrew Paris	Aye
Deanna Hamilton	Aye
Emily Hirsch	Aye
Shawn McClellan	Absent
Camille Schoenberg	Aye
David Carini	Aye

B.

Approval of reimbursements for Executive Director / Principal

See the Consent Agenda Vote Above

C. Approval of Field Trips

See the Consent Agenda Vote Above

D. Resolution Regarding Stale Warrants (Checks)

LACOE asked that the Board approve - all stale dated warrants.

See the Consent Agenda Vote Above

X. New Business / Announcements

A. Announcements / New Business

Robert Rene and Rocky Montz asked for a presentation to the Board concerning the College Center/student's welfare.

Robert Rene and David Carini asked for a presentation on allocation of funding across sports/Title 9 for next meeting.

B. Board Chair to announce items for closed session, if any.

8:41pm -Closed Session

XI. Open Session

A. Return to Open Session

Open Session: 9:21pm

B. Report Out on Action Taken In Closed Session, If Any.

No action was taken in closed session

XII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:21 PM.

Respectfully Submitted,
Emilie Larew

Coversheet

Approve Minutes

Section: I. Opening Items
Item: E. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on October 17, 2017

APPROVED



Palisades Charter High School

Minutes

Board Meeting

Date and Time

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Trustees Present

Andrew Paris, Camille Schoenberg, David Carini, Deanna Hamilton, Emilie Larew, Emily Hirsch, Leslie Woolley, Mystic Thompson, Robert Rene, Rocky Montz, Shawn McClellan

Trustees Absent

None

Trustees who left before the meeting adjourned

Emily Hirsch, Robert Rene

Ex Officio Members Present

Dr. Pam Magee

Non Voting Members Present

Dr. Pam Magee

I. Opening Items

A. Call the Meeting to Order

Emilie Larew called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Oct 17, 2017 at 5:20 PM.

B. Record Attendance and Guests

C. Public Comment

No public comment.

D. Approve Minutes

Tabled

II. Organizational Reports

A. Student Report

Taylor Torgerson reported on upcoming events:

Homecoming Dance this weekend will be held at the Endeavor Pavilion.

Homecoming Game and Pep Rally this Friday.

Spirit Week-this week. Students are participating and funds are being raised.

B. Parent Report

No report.

C. Classified Staff Report

No report.

D. Faculty Report

David Carini reported some frustrations regarding a delay in direct deposits due to Columbus Day Holiday. Some faculty were unaware pay would be a day later. There were some emails in opposition to the fencing being considered for the school.

E. Human Resources Director (HR) Report

Stands as submitted.

F. Director of Operations Report

Stands as submitted.

G. Director of Development Report

The Director of Development Report stands as submitted. Mike Rawson briefly noted the total funds raised to date is \$164,676:

- \$40,818-The PCHS Fund
- \$101,803-Donor Brick Campaign
- \$11,603-Donations to Athletic Team
- \$6,938-Donations to Classroom Teachers
- \$3,314-Donations to Extra-Curriculars
- \$200-Pali Cares

Mike Rawson emphasized that one thing required in Development is developing relationships. An example of developing relationships with the community and becoming more engaged is an November 4th community wide service event hosted by PCHS in conjunction with the Palisades Lutheran Church and the Pacific Palisades Chamber of Commerce. The hope is parents and students will volunteer during the event. A promotional video was viewed: <https://vimeo.com/237496325>. The event needs 500 volunteers to make Manna Packs for the *Feed My Starving Children*. The meal packs will be distributed to children in over 70 countries. Volunteers are needed for 2 hour shifts: 9-11am, 12-2pm and 3-5pm. For more information and to register visit: give.fmcs.org/Palisades. Feel free to call or email Pastor Kenneth Davis with any other information or questions at: coolpastorkenneth@gmail.com (310) 459-2358.

Mike Rawson reported the CTE Advisory Committee met last night and part of their discussion was a potential new grant opportunity from Prop 51 funds. It needs to be determined if Charters are eligible for the funding. The committee will go after the grants

if possible. Procedures are being developed for accessing the funding. Our CTE teachers has grown from 3 to 11 teachers.

H. Chief Business Officer (CBO) Report

Stands as submitted.

Greg Wood reported one correction to the Credit Card Reconciliation Form for the period 9/1/17-9/30/17. The credit card was used to reserve the rooms for CCSA, but the credit card has not been charged.

I. Executive Director/Principal (EDP) Report

Stands as submitted.

Dr. Magee recognized the efforts of the ASB Leadership, Ambassadors and other student groups. There has been a huge focus on unity, community, bringing students together and uniting the school. A difference can be seen even though we are just at the beginning of the school year. We have increased school tours and at last Friday's school tour there was excitement from parents regarding PCHS. There has been concern that our enrollment is too high and based on the enthusiastic response from the recent school tour, the enrollment issue will not be abated. There is discussion that LAUSD may seek a bond measure for facilities and Dr. Magee will be working with CCSA in preparation to position us to take advantage of funding if available.

III. Board Committees (Stakeholder Board Level Committees)

A. Budget & Finance Committee Report

No report

B. Charter Committee Report

Committee has not meet yet.

C. Election Committee Report

No report.

D. Academic Accountability Committee Presentation

Michael Friedman and Monica Iannessa explained the committee looks at metrics, measures and figures to determine how students are doing and if academic goals are being met. The committee will review the metrics and make recommendations on the direction the school may want to take. There are currently 3 open seats on the committee. One seat must be filled by a Board Member.

Robert Rene and Emily Hirsh expressed interest in joining the committee. For now, just Robert Rene will join. The committee meets the Thursday prior to the Board meeting at 3:30pm.

E. Post-Retirement Healthcare Benefits Committee Presentation

Rick Steil presented the purpose and status of the Post-Retirement Healthcare Benefits Committee. The committee is at a standstill and has no magic solution or recommendation to fully fund the Lifetime Health Benefits. The fund for Lifetime Health Benefits is projected to run out in 2040. Approximately 110 staff and faculty are eligible to receive the benefit (around half of current employees). Dependents are eligible for the benefit. Participants do not currently make contributions. The Board has tasked the Administration to locate a consultant to advise the Board on possible solutions to resolve the underfunding of the benefit and review information on the approach other organizations with the same underfunding issue have taken.

[Done](#)

IV. Board Committees (Board Members Only)

A. Audit Committee Presentation

Ellen Pfahler discussed the purpose of the Audit Committee is to ensure the PCHS books are maintained appropriately and to interface with the auditors.

- Goal to ensure PCHS books are kept properly
- Either rotate the firm or the committee members at specific intervals, so it's never too predictable.
- The audit committee looks at the ASB and other federally funded accounts and confirm that we are receiving and spending correctly.

David Carini and Deanna Hamilton volunteered to join the committee.

B. Bargaining Committee Presentation

Leslie Woolley read the purpose of the Bargaining Committee. The Bargaining Committee is made up of all non-interested members of the Board of Trustees. The administration/management representative may be invited to join. The Board of Trustees' power to negotiate all collective bargaining agreements and approve all collective bargaining agreements is delegated to the Bargaining Committee. Any agreement approved by the Bargaining Committee is reported in public session of the Bargaining Committee and reported to the Board of Trustees at the Board of Trustees' next meeting. The Bargaining Committee shall have the right to retain counsel to assist it.

V. Academic Excellence

A. State Dashboard: Local Indicators

Monica Iannessa discussed the California School Dashboard. The dashboard includes 10 indicators for school success:

1. High School Graduation Rate (PCHS has a high performance level in this area)
2. Academic Performance
3. Suspension Rate (PCHS has a low performance level in this area)
4. English Learner Progress
5. Preparation for College/Career
 - The results of the 11th grade ELA and Math assessment is included in this indicator. The number of PCHS students taking the ELA assessment was 694. The status was 55.5 points above level 3. This was a +7.2 point change. The number of students taking the Math assessment was 690. The status was 9.4 points below level 3. This was a -1.4 points change.
6. Chronic Absenteeism

The next 4 indicators are based on information collected from PCHS:

1. Basic Conditions
2. Implementation of Academic Standards
3. School Climate Surveys
4. Parent Involvement and Engagement

The Academic Accountability Committee will review PCHS performance in the four local indicators and determine if our performance has met, not met, or not met for two or more years the standards set by the State. A teacher survey and the Columbia survey are two of the tools the committee will use to collect data. The committee will share the indicator performance results with the Board during the November 7th Board Meeting for a discussion and vote. The Indicator Report will be submitted to the State in December.

B. Schoolwide Goals Update

Dr. Magee discussed Goal 4: PCHS will continue to foster a positive school climate by maintaining a trust among students, parents, faculty, staff, administrators, and Board members by educating all stakeholders about the needs and concerns of other stakeholder

groups, demonstrating respect for all types of diversity, and increasing cohesion, connectedness, and compassion at all levels.

Activities on campus that focused on helping people understand and value each other and break down barriers:

- Unity Assembly
- Digital Citizenship

- Parent engagement - DACA presentation
- Justice League
- Unity Lunches
- Honor Roll/Perfect Attendance Recognition

VI. Facilities / Operations

A. School Safety Plan

Don Parcell discussed the School Safety Plan. The emergency preparedness plan includes a few revisions:

- Personnel updates
- Early Departure Procedure

Leslie Woolley made a motion to to Adopt the School Safety Plan with Revisions. Mystic Thompson seconded the motion. The board **VOTED** to approve the motion.

Roll Call

Deanna Hamilton	Aye
Shawn McClellan	Aye
Rocky Montz	Abstain
Leslie Woolley	Aye
Emilie Larew	Aye
David Carini	Aye
Emily Hirsch	Aye
Camille Schoenberg	Aye
Andrew Paris	Aye
Robert Rene	Aye
Mystic Thompson	Aye

B. Campus Security - Fences, Personnel, Assessment & Potential Update/Revision of Budget

Peter Straka and Tim Garrow from World-One summarized their report on the state of physical security and safety at PCHS:

The full report is included in the Board Meeting Materials. The main security and safety recommendations include:

- Perimeter Security Fences
- LADWP Electrical Transformer-no ceramic isolators installed: recommended that PCHS should consult with a high-voltage electrical specialist without delay.
- An Electronic Access Control system should be implemented

David Carini expressed concern that adding fencing would negatively impact the welcoming ambiance of the school. Robert Rene felt student safety should be paramount. Members had a robust discussion. Dr. Magee stated we are committed to doing whatever it takes to make everyone safe. We want to make sure we are doing everything possible to ensure safety. Taylor Torgerson - Student Rep. stated many students are open to and would like more security after certain incidents that have happened on campus.

C. Campus Security Contract

Don Parcell reported that PCHS received a Termination of Contract Notice from our current security company. The last day of service will be Friday, October 27th. A new security company, World-One, is recommended. They have experience working with high schools. Some of the current security staff may be retained by World-One. A contract approval is recommended today to ensure a seamless take over of security. There are two levels of security for the Board to consider: Option A would maintain our current level of security at a cost of \$220,000 annually. Option B would increase security level to 24/7 coverage at a cost of \$307,000. This would be an increase over the budgeted costs of approximately \$87,000.

Mr. Parcell recommended the increased security level under option B. There was a discussion regarding how the non-budgeted cost increase would be funded. Members also discussed the potential benefits of extra security to mitigate future intrusions on campus if option B was approved.

Robert Rene made a motion to Approve the Campus Security Contract with World-One with Option B (increase security personnel staffing hours/days at an additional cost of approximately \$87,000).

Shawn McClellan seconded the motion.

The motion did not carry.

Roll Call

Rocky Montz	Abstain
Mystic Thompson	No
David Carini	No
Deanna Hamilton	No
Leslie Woolley	Aye
Emily Hirsch	No
Camille Schoenberg	No
Emilie Larew	Abstain
Andrew Paris	Abstain
Robert Rene	Aye
Shawn McClellan	Aye

Robert Rene made a motion to Approve the Security Contact with World-One with Option A (maintain current level of staffing and similar cost) with the proviso that the

administration will bring back additional information regarding potential funding of the increased hours identified in Option B.

Camille Schoenberg seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Leslie Woolley	Aye
Deanna Hamilton	Aye
Emily Hirsch	Aye
Emilie Larew	Abstain
Mystic Thompson	Aye
David Carini	Aye
Andrew Paris	Abstain
Rocky Montz	Abstain
Robert Rene	Aye
Camille Schoenberg	Aye
Shawn McClellan	No
Emily Hirsch	left.

D. Transportation Update

Don Parcell provided an update on transportation. Things have settled down with transportation. While not perfect, we are stable.

Ridership is down slightly; we have 817 riders as of now. There is a plan to look for other transportation options in January 2018.

VII. Finance

A. Fiscal Policies and Procedures Update

Greg Wood presented the Refund Policy for the Student Store and ASB Accounts. The policy will formalize our current practice and be included with financial documents. The Student Store has a no refund and no exchange policy. There will be a 20% processing fee for refunds from the ASB Account and specific refund guidelines.

Robert Rene made a motion to Adopt the Refund Policy for the Student Store and ASB Accounts.

Leslie Woolley seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Andrew Paris	Abstain
Camille Schoenberg	Aye
David Carini	Aye
Rocky Montz	Abstain
Robert Rene	Aye

Roll Call

Leslie Woolley	Aye
Emilie Larew	Abstain
Emily Hirsch	Absent
Mystic Thompson	Aye
Deanna Hamilton	Aye
Shawn McClellan	Abstain

VIII. Governance

A. Annual Charter Office Oversight Visit Information Including Governance and Compliance Monitoring

This is an annual compliance and accountability review by the LAUSD Charter School Division (CSD). Documents regarding all the requirements are in the materials. The requirements that must be documented for the CSD continue to increase each year. Preparation for the oversight visit, including preparing multiple binders to meet all requirements, is an extensive and extremely time-consuming process. The Compliance Monitoring Checklist will come back for review and approval before March 2018.

B. Response to Notice of Concern - Filming & Other Activities from LAUSD CSD

Thanks to Rocky, Arleta, and the team for compiling documentation and completing the response to the Notice of Concern for filming and other activities from LAUSD. The team spent a large amount of time compiling information to describe and explain any discrepancies or to clarify there was not a discrepancy. Each item identified by LAUSD was addressed. Procedures have changed over time, so it was necessary to explain prior procedures and current ones to clarify some concerns.

LAUSD has acknowledged that they have received our response.

C. Board Legal / Governance Training Updates

- Brown Act / Governance training is available through CCSA on October 23, 2017 in downtown Los Angeles. Trustees should contact Shelby if they want to sign up.
- Ms. Larew, Ms. Schoenberg, & Dr. Magee attended a training on Fraud Oversight provided by the CCSA and presented by FCMAT representatives. The importance of internal controls was discussed, as was the need for a policies and procedures manual.

IX. Consent Agenda

A. Approval of Updated Membership of Board Committees

Nothing to approve

B.

Approval of reimbursements for Executive Director / Principal

Rocky Montz made a motion to Approve Items in Consent Agenda.

Andrew Paris seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Mystic Thompson	Aye
Andrew Paris	Aye
David Carini	Aye
Emily Hirsch	Absent
Emilie Larew	Aye
Camille Schoenberg	Aye
Rocky Montz	Aye
Leslie Woolley	Aye
Deanna Hamilton	Aye
Shawn McClellan	Aye
Robert Rene	Absent

Robert Rene left.

C. Approval of Field Trips

See Approved Consent Agenda above

X. New Business / Announcements

A. Announcements / New Business

Date of Next Regular Board Meeting is Tuesday, November 7, 2017

B. Board Chair to announce items for closed session, if any.

No items to discuss

XI. Closed Session

A. Conference with Legal Counsel: Anticipated Litigation

Tabled

XII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:15 PM.

Respectfully Submitted,
Emilie Larew

Coversheet

Human Resources Director (HR) Report

Section: II. Organizational Reports
Item: E. Human Resources Director (HR) Report
Purpose: FYI
Submitted by:
Related Material: II_E_HR Org Report_11_7_17.pdf



PALISADES CHARTER HIGH SCHOOL

Human Resources Board Report

November 7, 2017

Benefits:

The current PCHS insurance broker, Self-Insured Schools of California, will travel from Kern County to the PCHS campus to attend the faculty meeting on November 14th, 2017. This will be an opportunity for SISC provide an update on current programs and coverage as well as be available to answer questions from faculty & staff.

PCHS began soliciting brokers for bids on our employee medical, dental, vision and life benefits. Montage, Charter Safe and SISC have provided feedback that pricing for November 2018 will begin to become available in February of 2018. Montage will be the first company to present at the PCHS faculty meeting on Tuesday, February 13th, 2018. The other contract brokers will follow at subsequent meetings early in the Spring 2018 semester. Brokers will also have the opportunity to meet with the Health & Welfare committee then return in late spring to address additional questions from PCHS faculty and staff.

Staffing & Recruiting:

The HR office will kick off the recruiting season by holding a booth at the 17th Annual Diversity Employment Day Career Fair on to promote PCHS as an outstanding place of employment. This will mark the beginning process of marketing and recruiting faculty & staff for the 2018 – 2019 academic year. We will participate in at least one diversity and minority recruiting fair each month between November, 2017 and May, 2018 to recruit the best candidates for PCHS teaching positions.

Employee Relations:

The Culture & Climate Committee met regarding updates to PCHS policies including insurance compliance and new laws going into effect January 1, 2018. Current PCHS employee policies are located in the Employee Handbook which is given to each new employee upon hire and is available online at Palihigh.org.

Ms. Nguyen will attend the Atkinson, Andelson, Loya, Rudd and Romo legal workshop on November 8th, 2017. The workshop will cover new laws slated for 2018 as well as look ahead to approaching policies and legal trends.

Our Mission:

PCHS will empower our diverse population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth

Coversheet

Director of Operations Report

Section: II. Organizational Reports
Item: F. Director of Operations Report
Purpose: FYI
Submitted by:
Related Material: II_F_Operations Org Report_11_7_17.pdf



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report November 7, 2017

Security/Safety:

- New Security Guard company on-boarded and running smoothly
- Three teens with backpacks found entering PCHS Campus at ~3:30am on Halloween night
- Additional Security Guard coverage at PCHS Campus recommended, but still needs funding
- 2017-18 Safety Plan approved by Board and posted to PCHS Website
- Earthquake Drill (Great CA Shakeout) conducted on Thu 10/19/2017 with overall success
- Active Shooter drill scheduled for Nov
- Safety/Security Fencing discussions continuing with Faculty/Staff and Board – Funding Needed
- Barricade in Classroom Door Kits being installed/distributed

Permits & Setups:

- No Major Filming occurring, but a Music Video shoot happened on Sun 10/29
- All Fall Sports Permits are Active & Ongoing
- Many Activities Past & Planned such as:
 - Several Assemblies
 - Homecoming Pep Rally & Game
 - 1987 Class Reunion
 - Teen Court
 - SATs
 - Mercer Play (various dates)
 - Major Club Swim Meet
 - Charity Food Packing Event
 - Women's Club Boutique

MGAC/Pool:

- Pool operating on normal schedule since 10/8 vandalism
- Major swim meet scheduled for 11/4-5
- Waiting on Funding Plan for Possible Improvements of:
 - Shade for Bleachers on Temescal Side of Pool
 - Outdoor Showers Added under Scoreboard
- PCHS should start accruing/saving for major repairs in the 3-5 year timeframe as major pool components start to reach their useful life of 8-10 years.
 1. Replace Lochinvar High Efficiency Heaters (2) that serve all pools (~\$40-\$50k)
 2. Re-Plaster All Pools (~\$160-\$200k)
 3. Replacement Competition Pool Pump (~\$25-\$35k)



PALISADES

CHARTER HIGH SCHOOL

Transportation:

- Ridership up 1 student from 817 to 818 since Oct Report
- Scholarships up 4 students from 379 to 383 since Oct Report
- Registration Info through 11/01/2017:
 - Number of Special Ed Buses/Riders – 2 Buses & 5 Riders
 - Number of To/From Buses – 16
 - Number of Registered & “Paid” Riders – 818
 - “Paid” means Family Paid or PCHS Scholarships
 - 209 PCHS Full Scholarships Provided
 - 174 PCHS Partial Scholarships Provided
 - Number of Routes Completely Full – 3
 - Number of Routes Almost Full (1-2 seats remaining) – 4
- New rider verification policy, process and procedure implemented
- Robo-Call Capability now fully functioning in Infinite Campus for notifying parents of Bus issues
- Fall Athletic Buses & Field Trips All Going as Planned/Needed

Facilities/Projects:

- Excessive Heat Response – Setup Hydration Stations & Cool Rooms for Students
- Barricade in Classroom Door Kits being installed/distributed
- Fire Alarm System Repairs made
- Elevator Repairs made
- J-Building Storage cleanout for J123 teacher storage needs
- Insurance Claim submitted for stolen flatbed cart
- Pali Academy temporary fencing installed to keep Students away from swamp area
- **School Accountability Report Card (SARC) Inspection** – Results not yet received, but expected before Thanksgiving
- **Garden Gateway Phase 3** – Project documentation re-submitted to LAUSD. Expecting to hear back the week of 11/13
- **Security Fencing** – Security/Safety fencing discussions with Faculty/Staff and Board ongoing. Funding sources still being sought.

Coversheet

Director of Development Report

Section: II. Organizational Reports
Item: G. Director of Development Report
Purpose: FYI
Submitted by:
Related Material: II_G_Development Report_11_7_17.pdf



PALISADES

CHARTER HIGH SCHOOL



Board of Trustees Meeting Development Report November 7, 2017

Total Funds Raised to date \$176,400

- \$42,515 – The PCHS Fund (Participation by group: 0% Board, 0% Faculty, 100% Parents)
- \$107,543 – Donor Brick Campaign
- \$12,772 – Donations to Athletic Teams
- \$9,806 – Donations to Classroom Teachers
- \$3,364 – Donations to Extra-Curriculars
- \$200 – Pali Cares

Donor Brick Campaign follow up mail and direct solicitation to 550 businesses will take place this month.

The PCHS Fund marketing campaign will continue through the month including #Giving Tuesday which is the Tuesday after Thanksgiving.

Annual Report

The first ever school Annual Report is in print and will be mailed to all donors, parents and local business community.

PCHS hosting Community wide service event

Palisades Charter School, in conjunction with the Palisades Lutheran Church and the Pacific Palisades Chamber of Commerce, will be hosting a community service project supporting Feed My Starving Children. The event was held on Saturday, November 4th.

Submitted Grant Proposals

Joseph Drown Foundation - \$10,000
Pacific Palisades Women's Club - \$1,000
William C. Bannerman Foundation - \$5,000
UCLA Health Sound Body Sound Mind Technology Grant - \$5,000

Coversheet

Chief Business Officer (CBO) Report

Section: II. Organizational Reports
Item: H. Chief Business Officer (CBO) Report
Purpose: FYI
Submitted by:
Related Material: II_H_CBO Org Report_11_7_17.pdf



PALISADES CHARTER HIGH SCHOOL

More Than 50 Years of Innovation and Excellence

CBO REPORT BOARD OF TRUSTEES MEETING NOVEMBER 7 2017

2017-2018

Cash Balances for PCHS at the end of month end were \$7.7 million (\$7.2 million Unrestricted and \$5.35 million in Fund 20.0-Lifetime Benefits Account, excluding outstanding loan from Permit account) compared to \$8.4 million in August 2017 (\$7.8 Unrestricted).

The updated 2017-2018 Financial projections are attached separately containing both in summary and detail to update new ADA, funding and expense projections. We will be presenting the 1st Interim Report of Actual Revenue & Expenditures based upon our October 2017 financials and projected full year projections with an accompanying balance sheet. This report is due to the CDE by December 15, 2017.

Annual Audit

The Auditors were out the third week of October to perform their on-site year-end audit work for the 2016-2017 School Year. They have to complete their work and produce our Audit Report by December 15th. No material adjustments were discussed, although on-going discussions are underway regarding new reporting of the Lifetime Health Benefit obligation. They are preparing their report and will have a meeting that will be scheduled with the Audit Committee when a draft of the report is ready (by the end of November)

Cafeteria

Cafeteria Operations and participation are still positive. Participation for the month of October averaged 941 meals per day (up 25.2% for the month compared to 2016-17). Year to date, the participation rate is up 38% in 2016-2017.

Special Education COP-(Option 3)

The new 4 tier matrix (by type of SpED student) funding model previously discussed last month, was for the allocation of \$3.1 million in Step Grants available to the 163 Option 3 Charters. This new funding model will provide PCHS with approximately \$115,000 in SpED Grant Funding, an increase of approx. \$15,000 in funding due to the change from 2 tiers to 4 tiers.

Attendance

The reported Month 3 attendance and ADA showed 3,046 Students Enrolled (2,973 in 2016/17) and an cumulative ADA of 2,952 at 96.8% (2,873 or 96.5% in 2016/17). Initial combined enrollment included 64 at Pali (Temescal) Academy and 51 in Virtual Academy. The Budgeted ADA for 2017-2018 is 2,854.

Our Mission:

PCHS will empower our diverse population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth

**PALISADES CHARTER HIGH SCHOOL
2016-2017 UNAUDITED ACTUALS AND 2017-2018 BUDGET and UPDATES**

Revenue	Unaudited Actuals		Adopted		Updated 16/17 vs. 17/18 P Incr./[Decr.]	COMMENTS
	2016-2017 Updated 8/31	2017-2018 Budget	2017-2018 Projection	2017-2018 Budget		
		ADA				
LCFF Revenue	25,626,699	26,290,340	26,838,872	26,290,340	4.7%	ADA reported on norm day
Federal Revenue	1,190,679	1,291,185	1,376,749	1,291,185	15.6%	increase as a result of ADA
Other State Revenue	3,918,911	3,209,662	3,510,351	3,209,662	-10.4%	
Local Revenue	1,481,334	1,634,593	1,619,593	1,634,593	9.3%	
Total Revenue	32,217,621	32,425,780	33,345,565	32,425,780	3.5%	
Expenses						
	2016-2017	2017-2018		2016-2017	2017-2018 P	
		Budget	Projection	% OF Total	% OF Total	
Certificated Salaries (Excl. Admin)	13,313,420	13,721,085	13,706,085	41.4%	41.4%	
Certificated Salaries-Admin	865,419	785,000	870,000	2.7%	2.6%	
Classified Salaries (Excl. Admin)	3,765,589	4,053,413	4,043,413	11.7%	12.2%	
Classified Salaries -Admin	372,882	369,631	379,631	1.2%	1.1%	
Benefits	6,746,792	7,250,273	7,346,389	21.0%	22.2%	
Total Salaries & Benefits	25,064,102	26,179,402	26,345,518	77.9%	79.6%	
Books & Supplies	1,259,159	852,859	852,859	3.9%	2.6%	
Services & Other Operating	4,981,289	4,524,869	4,892,803	15.5%	14.8%	transportation & consulting increase
Interest	33,314	33,314	61,869	0.1%	0.2%	
Depreciation	594,295	574,000	695,000	1.8%	2.1%	track/field renovation
District Oversight	256,297	257,947	263,551	0.8%	0.8%	
Total Expenses	32,188,456	32,422,390	33,111,599	100.0%	100.0%	
Fund Balance-Excess/(Deficit)	29,165	3,390	233,965			

PALISADES CHARTER HIGH SCHOOL
2016-2017 Unaudited Actuals 2017-2018 Budget with updates as of 11/3/17

	Unaudited Actuals 8/16/17	2017-2018 Budget Approved 6/20/17	2017-2018 Budget Updates as of 11/3/17	Comments
ADA ESTIMATES/ACTUAL FUNDED LCFF FUNDING PER ADA	2,844	2,854	2,916	ADA as of Norm Day
EPA Funding-Prop 30	4,355,534	9,212,27	9,220	increase in unduplicated count to 34% Per FCMAT Calculator based on new ADA
LCFF Entitlement - State Aid - Current Year	15,236,889	16,428,863	16,573,262	
LCFF PY Adjustments	(216,101)		(46,061)	-5 ADA Adjustment (16/17)
C S Funding in Lieu of PropTax - PY adjustments	6,037,268	5,677,956	6,037,267	Per LAUSD Spreadsheet
LCFF Funding-Total	213,109			PY Prop Tax Adjustment
NCLB:T1,Basic School Support	25,626,699	26,290,340	26,838,872	
Special Ed: IDEA Basic Local Assistance	254,804	256,834	275,975	Title I per CDE 8-1-17
Entitlement	549,373	555,461	570,865	
NCLB:TII, Teacher Quality/ESSA	6,797	6,903	57,922	Title II ESSA Funding - 8/1/17
MAA-Medical Reimbursements	37,823	37,926	37,926	
Perkins	28,120	24,736	24,736	
DOR-Rehab	13,174			
AP Fees	13,186			
Child Nutrition Program	287,401	409,325	409,325	
Federal Revenues-Total	1,190,679	1,291,185	1,376,749	
Prop. 39 energy	108,501	110,194	151,883	Prop 39 funding as of 10/30/17 Entitlement Letter
State Lottery:Non Prop 20 - Current Year	428,732	438,082	416,684	Unrestricted lottery rate @\$146/ADA
State Lottery:Non Prop 20 - PY adjustments	9,060		9,448	prior year lottery
Child Nutrition: School Programs	24,270	35,662	35,662	
Mandated Costs Reimbursement	119,113	119,478	125,690	
Educator Effectiveness Grant (3 year grant)	199,449	100,000		
One Time Discretionary Grant (Common Core Focused)	610,704		419,538	one time block grant - as of 8/1/17 @\$147/ADA
State Lottery:Prop 20 Inst Matis-Current Year adjustments	138,569	147,807	136,992	Restricted Lottery rate @\$45/ADA (lottery rate decreased from \$48/ADA to \$45/ADA)
Special Education- AB602	6,970	1,621,942	14,336	prior year lottery
Student ID/CAHSEE	1,619,536	4,992	1,668,419	
CTE Grant	482,174	368,012	263,214	CTE revenue to match expenses approved during 17/18 budget adoption
College Readiness Block Grant		133,494	133,494	
LAUSD-Sp Ed Grants	166,207	130,000	130,000	
Other State Revenues-Total	3,918,911	3,209,662	3,510,351	
Food Service Sales	93,030	194,907	194,907	
Leases & Rentals (POOLS/PERMIT/CIVIC CENTER ETC.)	1,069,682	1,059,686	1,009,686	
Interest	111,873	80,000	115,000	Includes interest in Fund 20.0
Lease Revenue- iPad Rentals	1,865			
Fundraising	204,884	300,000	300,000	
Other Local Revenues-Total	1,481,334	1,634,593	1,619,593	

2016-2017 Unaudited Actuals 2017-2018 Budget with updates as of 11/3/17
 PALISADES CHARTER HIGH SCHOOL

	Unaudited Actuals 8/16/17	2017-2018 Budget - Approved 6/20/17	2017-2018 Budget Updates as of 11/3/17	Comments
ADA ESTIMATES/ACTUAL FUNDED LCFF FUNDING PER ADA				
Total Revenue	32,217,621	32,425,780	33,345,565	
Teachers	12,237,584	13,324,423	13,324,423	Note: Salaries summarized for Budget reporting purposes
School Admin	865,419	785,000	870,000	
Librarians	126,493			Included above for projections
Guidance,Welfare	694,570			Included above for projections
Other Support/Impact of / Step and Column	-	107,235	92,235	
New Periods & Teachers (Master Budget- Other - SUBS)	254,773	289,427	289,427	
Certificated Salaries	14,178,839	14,506,085	14,576,085	
Inst'l Aides	1,022,273	-		Note: Salaries summarized for Budget reporting purposes
Admin. Sal	372,882	369,631	379,631	
Clerical/Office	1,734,553	3,900,370	3,895,370	
Maint./Oper (incl. in Clerical/Office)	105,227			Included above for projections
Food Services	44,666			Included above for projections
Other Classified	858,870			Included above for projections
Impact Step and Column	-	60,171	55,171	Revised Step & column updated for continuing Positions
Proposed New Positions/Hours	-	92,872	92,872	
Classified Salaries	4,138,471	4,423,044	4,423,044	
Total Salaries	18,317,310	18,929,129	18,999,129	
STRS - Certificated (ER 14.430%)	1,711,339	2,093,228	2,103,329	
PERS - Classified (ER 15.531%)	499,538	556,424	556,424	
OASDI Regular - Certificated	14,411	15,000	15,000	
OASDI Regular - Classified	258,209	274,229	274,229	
OASDI Medicare - Certificated	201,262	210,338	211,353	
OASDI Medicare - Classified	58,602	64,134	64,134	
Health & Welfare Benefits - Certificated	2,122,359	2,186,100	2,186,100	
Health & Welfare Benefits - Classified	983,152	1,021,221	1,021,221	
Unemployment Insurance - Certificated	12,869	7,253	13,253	
Unemployment Insurance - Classified	5,515	2,212	6,212	
Workers' Compensation - Certificated	139,186	132,394	142,394	
Workers' Compensation - Classified	49,351	56,740	61,740	
Other Employment Benefits - Certificated (LT Benefits)	483,000	441,000	483,000	Note: Benefit addition made due to assumption of Budget surplus. Adding additional funding would have resulted in deficit for 2016/17
Other Employment Benefits - Classified (LT Benefits)				Retained contribution amounts to previously established levels for 17/18
Employee Benefits	208,000	190,000	208,000	
Total Salary & Benefits	6,746,792	7,250,273	7,346,389	
Textbooks	231,344	186,578	186,578	
Instructional Materials	231,873	227,611	227,611	
Non-capitalized Equipment	431,038	51,555	51,555	
Other Supplies	171,716	130,694	130,694	

PALISADES CHARTER HIGH SCHOOL
2016-2017 Unaudited Actuals 2017-2018 Budget with updates as of 11/3/17

	Unaudited Actuals 8/16/17	2017-2018 Budget - Approved 6/20/17	2017-2018 Budget Updates as of 11/3/17	Comments
ADA ESTIMATES/ACTUAL FUNDED LCFF FUNDING PER ADA				
Food Service Supplies	2,844	2,854	2,916	ADA as of Norm Day
		9,212,27	9,220	increase in unduplicated count to 34%
Books & Supplies	193,188	256,421	256,421	
Personnel Services-Mileage	1,259,159	852,859	852,859	
Travel/Conference	6,751	6,500	6,500	
	80,918	75,250	75,250	
Due/Memberships	216,880	205,066	217,000	increase subscription budget due to increase in contracts
Insurance	166,675	143,029	143,029	
Operation and Housekeeping Services	663,083	650,000	665,000	keep at 16/17 levels
Rentals/Leases/Repairs&Noncapitalized Improvements	414,179	400,000	416,000	keep at 16/17 levels
Professional Consulting Services & Operating Exp (5800, 5810, 5821, 5850, 5860)	2,554,092	2,277,698	2,402,698	estimated increase of \$125K in Uniserve Contract & Security
Pupil Transportation	643,324	576,570	776,570	estimated increase of \$200K in transportation costs due to new vendor
Communications and Other Expenses	235,387	190,756	190,756	
Services, Other Operating Exp	4,981,289	4,524,869	4,892,803	
Capital Outlay (6100-6500) - Total (Detail Below)	916,593	983,000	1,136,000	
Sites & Improvement (6100)	45,713	105,000	105,000	
Bldgs & Improvement (6200)	356,028	247,000	300,000	increase due to unexpected Capital Repairs (Gas Leak)
Equipment-Technology (6400)	456,074	550,000	650,000	security camera project
Equipment/Furniture Replacement (6500)	58,778	81,000	81,000	
Depreciation Expense	594,295	574,000	695,000	increase depreciation due to track/field project Prop 39
Interest	33,314	33,314	61,869	Pool Loan & Track/Field Interest (\$28,544.91)
Indirect Cost (Total charter school supervisory oversight fees only)	256,297	257,947	263,551	
Total Expenses-Financial Reporting Basis	32,188,456	32,422,390	33,111,599	
Total Expenses-Cash Reporting Basis	32,510,754	32,831,390	33,552,599	
Financial Reporting Basis-Adjusted for Depreciation	29,165	3,390	233,965	
Net Reserve Fund Increase(Reduction)-Cash Basis	(293,133)	(405,610)	(207,035)	

Coversheet

Executive Director/Principal (EDP) Report

Section: II. Organizational Reports
Item: I. Executive Director/Principal (EDP) Report
Purpose: FYI
Submitted by:
Related Material: II_I_EPD Org Report_11_7_17.pdf



PALISADES

CHARTER HIGH SCHOOL

PALISADES CHARTER HIGH SCHOOL BOARD OF TRUSTEES MEETING EXECUTIVE DIRECTOR AND PRINCIPAL REPORT NOVEMBER 7, 2017

PCHS Schoolwide Goal 3: PCHS will increase student success through positive classroom climate and equitable classroom practices.

TOPIC: HOMEWORK Recent steps toward reaching Goal 3 include gathering information from students about classroom practices that are both effective and concerning to them. Administrators met with ASB Leadership students and will be meeting with other student groups during November to gather information. In addition, administrators were invited to student presentations addressing the topic of how to improve instruction at PCHS. A Student Concerns Committee is being formed that will provide a forum for all students to share ideas or concerns they might have about school climate and classroom practices.

Conversations with and presentations by students specifically addressed concerns regarding the volume of homework. This topic was included in the October Curriculum Council/Department Chair meeting and Faculty meeting. Both groups agreed that additional information is needed. Students and parents will be surveyed in November to gain a broader and deeper understanding of the issues that have been raised. We are also looking closely at the current PCHS homework policy to determine if revisions are needed. We are also researching homework practices to identify areas of strength and areas for improvement.

Recruitment and Outreach

A component of the PCHS mission is maintaining a diverse student population. To ensure parents and students are aware of and familiar with the opportunities provided at PCHS, Dr. Chris Lee, PCHS Director of Attendance and Alternative Programs, has participated in recruitment fairs at the following middle schools during first semester:

- Animo West
- Calvary Christian
- Emerson
- KIPP Schools Consortium
- Palms
- Paul Revere
- St. Matthews

EDP workshop/training:

Annual Career Technical Education Conference November 16-17 in Rancho Mirage
Theme: "The Future of Innovation"

Breakout sessions include relevant and timely topics such as "Achieving Equity and Access through CTE", "Career Readiness – How to Achieve and Assess", "Using Technology to Create 21st Century Curriculum", "CTE and A-G", and "Increasing the Impact of Personalized Learning".

Coversheet

State Dashboard: Local Indicators

Section: V. Academic Excellence
Item: A. State Dashboard: Local Indicators
Purpose: Vote

Submitted by:

Related Material:

V_A_Part 2_Acad Excell_Local Indicators Butte GO_11_7_17.pdf

V_A_Part 3_Acad Excell_State Local Indicators Additional Materials_11_7_17.pdf

V_A_Part 1_Acad Excell_Dashboard Flyer_11_7_17.pdf

V_A_Part 4Acad Excell_State Local Indicators Additional MaterialsREVISED_11_7_17.pdf



California School Dashboard Local Indicators

Priority	Local Indicator	Tools for collecting and measuring priority	Process	Frequency	Reporting Requirements	Evidence to be Uploaded to Dashboard	Dashboard Indication "Met"/"Not Met"/"Not Met for two or more years"
1	Basic Conditions at School	SARC: Facility Inspection Tool (F.I.T.), Sufficiency of Instr. Materials, Highly Qualified Teachers	LEA measures progress in meeting the Williams settlement requirements at 100% at all of its school sites	Annually	Reports progress in meeting this standard to governing board at a regularly scheduled meeting and to stakeholders & public	Report: Number/percent of teacher misassignments; Number/percent of students without inst. materials; Number of deficiencies identified at school facilities *	"Met" "Not Met" "Not Met for two or more years"
2	Implementation of State Academic Standards	Option 1 Narrative Summary Option 2 Reflection Tool	1. LEA uses a local measure and provides a narrative summary of results 2. LEA completes the district reflection tool found in the Evaluation Rubric	Annually	Report results to governing board at a regularly scheduled meeting and to stakeholders & public	Provide Option 1 Narrative or Option 2 Reflection Tool	"Met" "Not Met" "Not Met for two or more years"
3	Parent Engagement	Option 1 Parent Survey given to at least one grade level (K-5,6-8,9-12) Option 2 Local Measure (examples found in Evaluation Rubric)	Both options require LEAs to measure progress related to seeking input from parents/guardians in school and district decision making and promoting parental participation in programs	Annually	Report results to governing board at a regularly scheduled meeting and to stakeholders & public	Provide a narrative summary and analysis of either the parent survey or the local measure	"Met" "Not Met" "Not Met for two or more years"
6	School Climate	Local climate survey that addresses perceptions of school safety and connectedness or CA Healthy Kids Survey	Survey students in at least one grade within the grade spans the LEA serves (e.g., K-5, 6-8, 9-12) regarding their perceptions of school safety and connectedness	At least once every other year	Report results to governing board at a regularly scheduled meeting and to stakeholders & public	Provide a narrative summary; include differences among student groups; provide overall score for all students and student groups	"Met" "Not Met" "Not Met for two or more years"

*LEAs that use CDE's SARC online template, Priority 1 information will auto-populate Dashboard Web-based system

PALISADES CHARTER HIGH SCHOOL LOCAL MEASURES



REPORT BY THE AA TEAM AND THE ACADEMIC ACCOUNTABILITY COMMITTEE

RECOMMENDATION TO THE BOARD TO APPROVE THE FOLLOWING INDICATORS.

INDICATOR	MEASURE	METRIC	RESULT
1: SAFE, CLEAN, AND FUNCTIONAL	APPROPRIATELY ASSIGNED TEACHERS	School Accountability Report Card (SARC)	MET
1: SAFE, CLEAN, AND FUNCTIONAL	STUDENT ACCESS TO INSTRUCTIONAL MATERIALS	School Accountability Report Card (SARC)	MET
1: SAFE, CLEAN, AND FUNCTIONAL	FACILITIES IN "GOOD REPAIR"	School Accountability Report Card (SARC)	MET
2: IMPLEMENTATION OF STATE ACADEMIC STANDARDS	STANDARDS-SURVEY OF FACULTY	Narrative Summary of Survey of Teachers' Perceptions	MET
3: PARENT ENGAGEMENT	LOCAL MEASURES- <i>DECISION-MAKING</i>	Narrative Summary of Local Measures	MET
3: PARENT ENGAGEMENT	LOCAL MEASURES- <i>PARTICIPATION</i>	Narrative Summary of Local Measures	MET
6: SCHOOL CLIMATE	TEACHER'S COLLEGE COLUMBIA SURVEY ON STAFF, PARENT, AND STUDENT SATISFACTION	Narrative Summary and Analysis of Columbia Survey	MET

1. APPROPRIATELY ASSIGNED TEACHERS:

Teacher Credentials

Teachers	School			District
	2014-15	2015-16	2016-17	2016-17
With Full Credential	121	132	131	139
Without Full Credential	2	0	0	0
Teachers Teaching Outside Subject Area of Competence (with full credential)	0	0	0	0

Overall Rating

Good

2. STANDARDS-SURVEY OF FACULTY

PCHS surveyed our teachers at a Faculty Meeting using the Butte County Office of Education's *CA State Standards Implementation Metric for ELA/ELD Across the Curriculum, Math Practices Across the Curriculum, and Content-Specific Standards* (ELA, Math, NGSS, Social Science, CTE, VAPA, PE, World Languages, Health). Eighty-five percent of our faculty responded, 110 of 130 teachers.

This metric was recommended by Los Angeles County Office of Education, and we found that this tool addressed much of the work we do in our Professional Learning Communities (PLC's), particularly in terms of the PLC driving questions, "What do we want our students to be able to know and do?" (awareness and implementation of standards, common planning), and "How do we know they know it?" (instruction, formative and summative assessment). Our PLC Coordinator analyzed the data to share with PLC's, Administrators, and our School Board.

RESULTS: Sixty percent of PCHS teachers believe they are either Developing Awareness or Fully Aware of the *ELA/ELD Standards*, with particular confidence in our work on Formative and Summative Assessments. Our PLC's are stressing Writing across the Curriculum, with Performance Tasks in every PLC, and stressing critical thinking and reflection across the disciplines, particularly in English, Social Science, and Science classes.

PCHS teachers have less confidence in the *Math Practices Across the Curriculum*, with fifty-six percent of teachers perceiving that they are only Initially Aware. This perception is mostly due to teachers' not relating "math" to what they are doing in their classrooms, although the Math Practices are more about, again, critical thinking. When our Math teachers are separated out from the rest of the teaching population, their confidence shoots up, with fifty percent of Math teachers believing that they are engaging in Full Implementation of content standards. Our math PLC's meet weekly; have streamlined and vertically aligned core standards, pacing, assessments, performance tasks; and are working on common formative assessments (which is also true of our English teachers).

Since both Science and Social Science have new State Standards, these PLC's have taken a step back in their PLC progress; even so, each Social Science PLC has implemented common performance tasks called Document-based Question (DBQ) essays, and Science is focusing on Next Generation Science Standards (NGSS)-recommended Claim-Evidence-Reasoning thinking and writing.

comprised of a parent board and parent membership. This committee contributes to the annual evaluation of programs and services for English Learners. Additionally, this parent committee reviews the LCAP report and prioritizes budgetary needs that will support the academic achievement of English Language Learners.

B. Promoting Participation in Programs

The PCHS administration and staff regularly attend the aforementioned PCHS parent organizations to promote participation in school initiatives. Promotion of participation in parental programs is promulgated through Parent Orientation Night, Parent Orientation, PTSA meetings and Information Meetings, Parent Tours, Back-to-School Night, and Showcase Night. Information and agenda items are regularly promoted through the school's website, learning management system, information system, robocalls, parent newsletters, and parent email updates. These communiques are translated into different languages.

C. Explanation of why selected measures were chosen:

Since the Teacher's College Columbia Survey on Staff, Parent, and Student Satisfaction that PCHS uses to collect Stakeholder input does not ask parents about their engagement, we have not collected this parent-perception data. Therefore, PCHS used Option 2 as our measure of parent engagement. Parent Engagement is a PCHS Priority on our LACP (Goal 5 and Goal 14).

6. SCHOOL CLIMATE: COLUMBIA SURVEY SUMMARY

PCHS Stakeholders have taken the Teacher's College Columbia Survey on Staff, Parent, and Student Satisfaction for the past three years. In 2016-17, over 1400 students completed the Survey. Students on the PCHS Academic Accountability Board Sub-Committee analyzed the Student Survey Results, and highlighted the responses most aligned to school goals.

Student responses:

- I feel safe at my school = 90% Agree/Strongly Agree
- I am encouraged to participate in extracurricular activities = 82% Agree/Strongly Agree
- Students at my school are treated equally regardless of their racial/ethnic background = 73% Agree/Strongly Agree
- I often see an administrator at important school events and activities = 76% Agree/Strongly Agree
- Teacher Helpfulness = 97% Somewhat or Very Helpful

The Columbia Survey results are not disaggregated into student groups; overall, our students feel safe and connected at PCHS.

Getting to Know the California School Dashboard



The California School Dashboard (www.caschooldashboard.org) is an online tool designed to help communities across the state access important information about K-12 districts and schools. The Dashboard features easy-to-read reports on multiple measures of school success. The Dashboard is just one step in a series of major shifts in public education, changes that have raised the bar for student learning, transformed testing, and increased the focus on equity.

10 Indicators of School Success

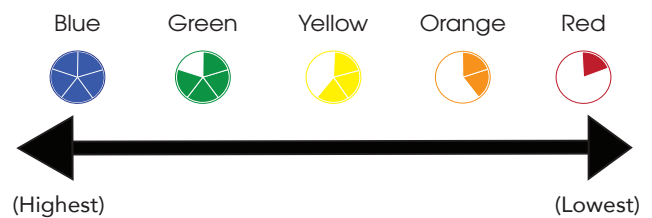
State Indicators

- **SIX** indicators allow for comparisons across schools and districts.

- ★ High School Graduation Rate
- ★ Academic Performance
- ★ Suspension Rate
- ★ English Learner Progress
- ★ Preparation for College/Career
- ★ Chronic Absenteeism

- Based on information collected statewide.
- Results for all districts, all schools, and all defined student groups (e.g., ethnic groups, low income, English learners) with more than 30 students.

- Schools and districts receive **one of five color-coded performance levels** on each of the six state indicators.



- The color and amount that the circle is filled are two ways of showing the performance level. For example, Green will always have four segments filled and Red will always have one segment filled.
- The overall performance level is based on how current performance (status) compares to past performance (change).

Local Indicators

- **FOUR** indicators based on information collected by school districts, county offices of education and charter schools.

- ★ Basic Conditions
 - Teacher qualifications
 - Safe and clean buildings
 - Textbooks for all students
- ★ Implementation of Academic Standards
- ★ School Climate Surveys
- ★ Parent Involvement and Engagement

- Districts receive **one of three performance levels** on the four local indicators based on whether they have collected and reported local data.
 - Met
 - Not met
 - Not met for two or more years
- School and student group information is not available for local indicators.

The California School Dashboard provides four different reports that allow custom views of school success. Users can also look at performance of all student groups on a single indicator by clicking on that indicator. Clicking on a single student group shows the performance of that student group across all six state indicators.

4 Reports Provide Custom Views of School Success

Equity Report

Status/Change Report

Detailed Reports

Student Group Report

Equity Report

- Shows:
 - The performance of all students on the state indicators
 - The total number of student groups for each state indicator
 - The number of student groups in the Red/Orange performance levels
 - Performance on local measures (school district level only)
- Allows selection of information by indicator

State Indicators	All Students Performance	Total Student Groups	Student Groups in Red/Orange
Chronic Absenteeism	N/A	N/A	N/A
Suspension Rate (K-12)		9	2
English Learner Progress (K-12)		1	0
Graduation Rate (9-12)		6	4
College/Career <small>Available Fall 2017. Select for Grade 11 assessment results.</small>		N/A	N/A
English Language Arts (3-8)		8	0
Mathematics (3-8)		8	1
Local Indicators	Ratings		
Basics (Teachers, Instructional Materials, Facilities)	Met		
Implementation of Academic Standards	Not Met		
Parent Engagement	Not Met for Two or More Years		
Local Climate Survey	Met		

State Indicators	All Students Performance	Status	Change
Chronic Absenteeism	N/A	N/A	N/A
Suspension Rate (K-12)		Low 2.2%	Increased +0.3%
English Learner Progress (K-12)		Very High 90.2%	Increased +2.7%
Graduation Rate (9-12)		High 93.1%	Declined -1.5%
College/Career <small>Available Fall 2017. Select for Grade 11 assessment results.</small>		N/A	N/A
English Language Arts (3-8)		Very High 49 points below level 3	Maintained +6.2 points
Mathematics (3-8)		High 31 points above level 3	Increased +6.5 points

Status/Change Report

- Shows for each state indicator:
 - All student performance
 - Status (Current Performance)
 - Change (Difference from Past Performance)

Detailed Reports

- Shows information about performance over time on state indicators
- Shows the locally collected performance information on the local indicators
- Organized into three categories:
 - Academic Performance
 - School Conditions and Climate
 - Academic Engagement

Student Group Report

- Shows the performance of all students and each student group on the state indicators
- Allows selection of student groups by performance level
 - Blue/Green (i.e., meeting standards)
 - Yellow
 - Red/Orange

PALISADES CHARTER HIGH SCHOOL LOCAL MEASURES

REPORT BY THE AA TEAM AND THE ACADEMIC ACCOUNTABILITY COMMITTEE

RECOMMENDATION TO THE BOARD TO APPROVE THE FOLLOWING INDICATORS.

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With Full Credential	121	132	131	139
Without Full Credential	2	0	0	0
Teachers Teaching Outside Subject Area of Competence (with full credential)	0	0	0	0

Teacher Misassignments and Vacant Teacher Positions

Indicator	2014-15	2015-16	2016-17
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments*	0	0	0
Vacant Teacher Positions	0	0	0

1. STUDENT ACCESS TO INSTRUCTIONAL MATERIALS (SARC)

All textbooks are from the most recent adoption (SARC data collected August 2016).
 All students are issued their own textbooks in classes that require them.

1. FACILITIES IN “GOOD REPAIR” (SARC)

Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good
Interior: Interior Surfaces	Good
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good
Electrical: Electrical	Good

Restrooms/Fountains: Restrooms, Sinks/Fountains	Good
Safety: Fire Safety, Hazardous Materials	Good
Structural: Structural Damage, Roofs	Good
External: Playground/School Grounds, Windows/Doors/Gates/Fences	Good
Overall Rating	Good

2. STANDARDS-SURVEY OF FACULTY

PCHS surveyed our teachers at a Faculty Meeting using the Butte County Office of Education's *CA State Standards Implementation Metric for ELA/ELD Across the Curriculum, Math Practices Across the Curriculum, and Content-Specific Standards* (ELA, Math, NGSS, Social Science, CTE, VAPA, PE, World Languages, Health). Eighty-five percent of our faculty responded, 110 of 130 teachers.

This metric was recommended by Los Angeles County Office of Education, and this tool addressed much of the work the Professional Learning Communities (PLC's) do, particularly in terms of the PLC driving questions, "What do we want our students to be able to know and do?" (awareness and implementation of standards, common planning), and "How do we know they know it?" (instruction, formative and summative assessment). The survey response choices to questions on alignment to standards were as follows:

- 1= Initial Awareness
- 2= Developing Awareness
- 3= Full Awareness
- 4= Student Awareness
- 5= Full Implementation

The PCHS PLC Coordinator analyzed the data to share with PLC's, Administrators, the Academic Accountability governing committee and the School Board.

RESULTS: Sixty percent of PCHS teachers reported either Developing Awareness or Fully Aware of the *ELA/ELD Standards*, with particular confidence in the work on Formative and Summative Assessments. PCHS PLC's are stressing Writing across the Curriculum, with Performance Tasks in every PLC, and stressing critical thinking and reflection across the disciplines, particularly in English, Social Science, and Science classes.

PCHS teachers have less confidence in the *Math Practices Across the Curriculum*, with fifty-six percent of teachers reporting that they are only Initially Aware. This perception is mostly due to teachers' not relating "math" to what they are doing in their classrooms. More professional development emphasizing Math Practices and critical thinking could be planned. When the Math teachers' results were filtered from the rest of the teaching population, fifty percent of Math teachers reported that they are engaging in Full Implementation of content standards. PCHS Math PLC's meet weekly; have streamlined and vertically aligned core standards, pacing, assessments, performance tasks; and are working on common formative assessments. Additionally, these outcomes are similar to the progress of the PCHS English PLCs.

Since both Science and Social Science have new State Standards, these PLC's have taken a step back in their PLC progress; even so, each Social Science PLC has implemented common performance tasks called Document-based Question (DBQ) essays, and Science is focusing on Next Generation Science Standards (NGSS)-recommended Claim-Evidence-Reasoning thinking and writing.

Other content area average survey scores were:

Career and Technical Education, score 2

Health, score 5

Physical Education, score 2.5

Visual and Performing Arts, score 4

World Language, score 5

3. PARENT ENGAGEMENT SUMMARY

The Academic Accountability committee chose to measure this indicator with **option two** recommended by the state. This metric included summarizing parent engagement in two areas:

- A. Seeking Parental Input in School Decision Making and**
- B. Promoting Participation in Programs**

A. Seeking Parental Input in School Decision Making

PCHS seeks parental input in school decisions by electing parents to decision making seats on the school board, governance committees, and administrative committees. Currently, PCHS has three parent trustee seats on the Board of Directors, parent seats

on the PCHS Board Subcommittee on Budget, and a parent seats on the PCHS Board Subcommittee on Academic Accountability. PCHS has unlimited parent seats on the Long-term Strategic Planning Committee (LTSP). Parents serve on this Committee in the Family and Community, Budget, Academics, and Facilities subgroups. Additionally, PCHS Administrators and administrative staff serve on parent coalition groups: The Village Nation, Fuerza Unida, Parent Institute on Quality Education and the Bilingual Advisory Council. Parents are also involved in decision-making through the English Learner Advisory Committee (ELAC), the Pali Parent Special Education Council (PPSEC), LTSP and the PCHS Booster Club. All of these committees meet monthly, except for PPSEC which meets quarterly.

The Village Nation and Fuerza Unida gather parental resources and feedback to support students of color. This feedback is used when setting priorities on the Local Control Accountability Plan (LCAP). The Parent Institute on Quality Education meets with the Executive Director and Principal annually to dialogue and provide feedback to inform the leaders of the school when setting school goals. The Learner Advisory Committee is comprised of a parent board and parent membership. This committee contributes to the annual evaluation of programs and services for English Learners. Additionally, this parent committee reviews the LCAP report and prioritizes budgetary needs that will support the academic achievement of English Language Learners.

B. Promoting Participation in Programs

The PCHS administration and staff regularly attend the aforementioned PCHS parent organizations to promote participation in school initiatives. Promotion of participation in parental programs is promulgated through Parent Orientation Night, Parent Orientation, PTSA meetings and Information Meetings, Parent Tours, Back-to-School Night, and Showcase Night. Information and agenda items are regularly promoted through the school's website, learning management system, information system, robocalls, parent newsletters, and parent email updates. These communiques are translated into different languages.

C. Explanation of why selected measures were chosen:

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6. SCHOOL CLIMATE: COLUMBIA SURVEY SUMMARY

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Student responses:

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- Teacher Helpfulness = 97% Somewhat or Very Helpful

The Columbia Survey results are not disaggregated into student groups; overall, our students feel safe and connected at PCHS.

Coversheet

Resolution Regarding Reviewing / Potentially Updating Graduation Requirements

Section: V. Academic Excellence
Item: B. Resolution Regarding Reviewing / Potentially Updating Graduation Requirements
Purpose: Vote
Submitted by:
Related Material: V_B_Board Resolution Graduation Requirements_draft_11_7_17.pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

PCHS BOARD RESOLUTION

REVIEW / POTENTIAL REVISION OF GRADUATION REQUIREMENTS

WHEREAS, an essential purpose of the Board of Trustees of Palisades Charter High School (PCHS) is to ensure that PCHS achieves appropriate results for its students in accordance with the PCHS Mission Statement and Charter;

WHEREAS, California *Education Code* sets state-mandated minimum requirements for high school graduation (51225.3);

WHEREAS, the California Department of Education has stated that these requirements should be viewed as minimums and support regulations established by local governing boards;

WHEREAS, the local governing board determines the number of units required for graduation and also which courses in addition to the California minimum requirements shall be required for graduation (51225.3);

WHEREAS, *Education Code* requires that the local governing board shall evaluate its educational program, and shall make such revisions as it deems necessary (51041);

WHEREAS, the PCHS Board of Trustees takes very seriously the responsibility to ensure an appropriate educational program for all PCHS students;

NOW, THEREFORE, BE IT RESOLVED, that the PCHS Board of Trustees will work with the Executive Director/Principal to obtain feedback from stakeholders, will review the current PCHS graduation requirements during this school year, and will determine whether any revisions to current graduation requirements may be appropriate or necessary;

FURTHER BE IT RESOLVED, that the PCHS Board of Trustees will review and, when appropriate, revise graduation requirements at least every 5 years to ensure that PCHS graduation requirements remain current and appropriate for PCHS students.

RESOLUTION PASSES / FAILS WITH THE FOLLOWING VOTES:

AYES:

NOES:

ABSTENTIONS/RECUSALS:

Coversheet

Title IX Presentation

Section: V. Academic Excellence
Item: C. Title IX Presentation
Purpose: FYI
Submitted by:
Related Material: V_C_Acad Excell_Title IX Presentation_11_7_17.pdf

Palisades High School Title IX Information

16-17	SPORT		TOTAL
Female		321	1421
Male		490	1469
Grand Total		811	2890
	Varsity Sports	Total Teams	
FEMALE	12		24
MALE	13		27
Grand Total	25		51

MEN'S & CO-ED ATHLETICS BUDGET

		ANTICIPATED EXPENSE	ANTICIPATED INCOME	NET PROFIT (LOSS)
BASEBALL	OFFICIALS	\$ 2,000.00		
	SUPERVISION	SCHOOL PAYS		
	SALARY			
	SECURITY	\$ 1,000.00		
	EXPENSE	\$ 1,500.00		\$ (4,500.00)
BASKETBALL	OFFICIALS	\$ 2,800.00		
	SUPERVISION	SCHOOL PAYS		
	SALARY	\$ 500.00		
	SECURITY	\$ 1,600.00		
	EXPENSE	\$ 1,500.00	\$ 2,500.00	\$ (3,900.00)
CROSS COUNTRY	OFFICIALS	\$ 350.00		
	SUPERVISION	SCHOOL PAYS		
	SALARY			
	SECURITY			
	EXPENSE	\$ 1,000.00		\$ (1,350.00)
FOOTBALL - V/JV	OFFICIALS	\$ 3,700.00		
	SUPERVISION	SCHOOL PAYS		
	SALARY	\$ 5,000.00		
	SECURITY	\$ 15,000.00		
	EXPENSE	\$ 6,500.00	\$ 24,208.00	\$ (5,992.00)
GOLF	EXPENSE	\$ 1,500.00		\$ (1,500.00)
LACROSSE	OFFICIALS	\$ 2,000.00		
	SUPERVISION	SCHOOL PAYS		
	SALARY	\$ 1,000.00		
	SECURITY	\$ 1,000.00		
	EXPENSE	\$ 1,500.00		\$ (5,500.00)
SOCCER	OFFICIALS	\$ 1,900.00		
	SUPERVISION	SCHOOL PAYS		
	SALARY	\$ 500.00		
	SECURITY	\$ 1,000.00		
	EXPENSE	\$ 1,250.00		\$ (4,650.00)
SWIMMING	OFFICIALS	\$ 350.00		
	SUPERVISION	SCHOOL PAYS		
	SALARY			
	SECURITY	\$ 500.00		
	EXPENSE	\$ 1,250.00		\$ (2,100.00)
TENNIS	EXPENSE	\$ 1,000.00		\$ (1,000.00)
TRACK	OFFICIALS	\$ 387.00		
	SUPERVISION	SCHOOL PAYS		
	SALARY			
	SECURITY			
	EXPENSE	\$ 1,250.00		\$ (1,637.00)
VOLLEYBALL	OFFICIALS	\$ 1,750.00		
	SUPERVISION	SCHOOL PAYS		
	SALARY	\$ 500.00		
	SECURITY	\$ 500.00		
	EXPENSE	\$ 1,500.00		\$ (4,250.00)
WRESTLING	OFFICIALS	\$ 300.00		
	SUPERVISION	SCHOOL PAYS		
	SALARY	\$ 200.00		
	SECURITY	\$ 500.00		
	EXPENSE	\$ 500.00		\$ (1,500.00)
NET MENS & CO-ED ATHLETIC EXPENSE				\$ (37,879.00)

WOMEN'S ATHLETICS BUDGET

		ANTICIPATED EXPENSE	ANTICIPATED INCOME	NET PROFIT (LOSS)
BASKETBALL	OFFICIALS	\$ 2,000.00		
	SUPERVISION	SCHOOL PAYS		
	SALARY			
	SECURITY	\$ 1,600.00		
	EXPENSE	\$ 1,500.00		\$ (5,100.00)
CHEER	EXPENSE	\$ 1,000.00		\$ (1,000.00)
GOLF	EXPENSE	\$ 1,500.00		\$ (1,500.00)
LACROSSE	OFFICIALS	\$ 2,000.00		
	SUPERVISION	SCHOOL PAYS		
	SALARY			
	SECURITY	\$ 1,000.00		
	EXPENSE	\$ 1,500.00		\$ (4,500.00)
SOCCER	OFFICIALS	\$ 1,700.00		
	SUPERVISION	SCHOOL PAYS		
	SALARY			
	SECURITY	\$ 1,000.00		
	EXPENSE	\$ 1,250.00		\$ (3,950.00)
SOFTBALL	OFFICIALS	\$ 1,825.00		
	SUPERVISION	SCHOOL PAYS		
	SALARY			
	SECURITY	\$ 700.00		
	EXPENSE	\$ 1,500.00		\$ (4,025.00)
TENNIS	EXPENSE	\$ 1,000.00		\$ (1,000.00)
VOLLEYBALL	OFFICIALS	\$ 1,750.00		
	SUPERVISION	SCHOOL PAYS		
	SALARY			
	SECURITY	\$ 1,000.00		
	EXPENSE	\$ 1,500.00		\$ (4,250.00)
NET WOMENS ATHLETIC EXPENSE				\$ (25,325.00)

Coversheet

Campus Security Fence Updates

Section: VI. Facilities / Operations
Item: A. Campus Security Fence Updates
Purpose: Discuss

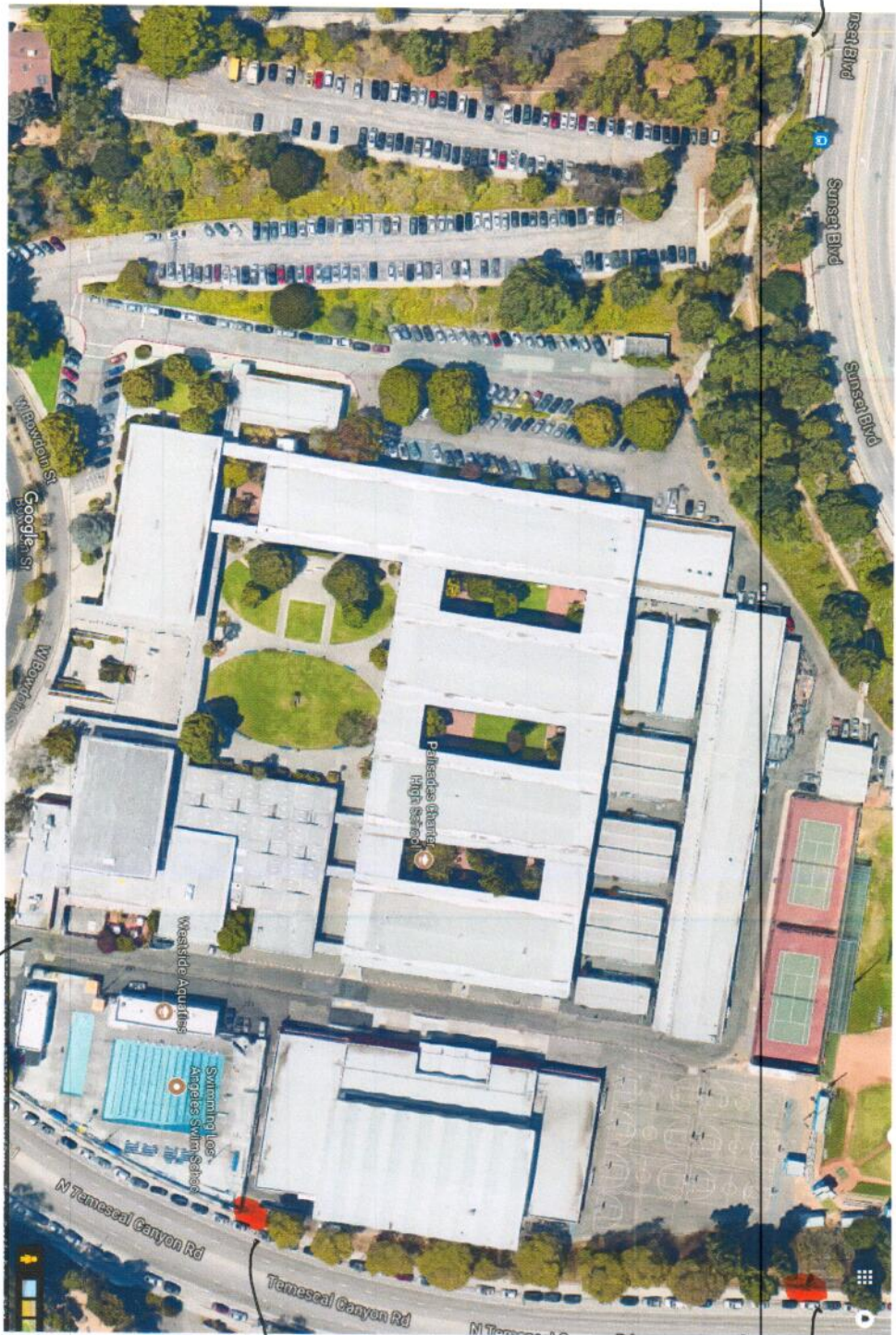
Submitted by:

Related Material:

VI_A_Part 2_Facilities Campus Security Fence Push Gates Update_11_7_17_1.pdf

VI_A_Part 1_Facilities Campus Security Fence Update_11_7_17.pdf

Existing Gates to have
Push- Bars Added



New Push- Bar Gates

PCHS Fencing Discussion



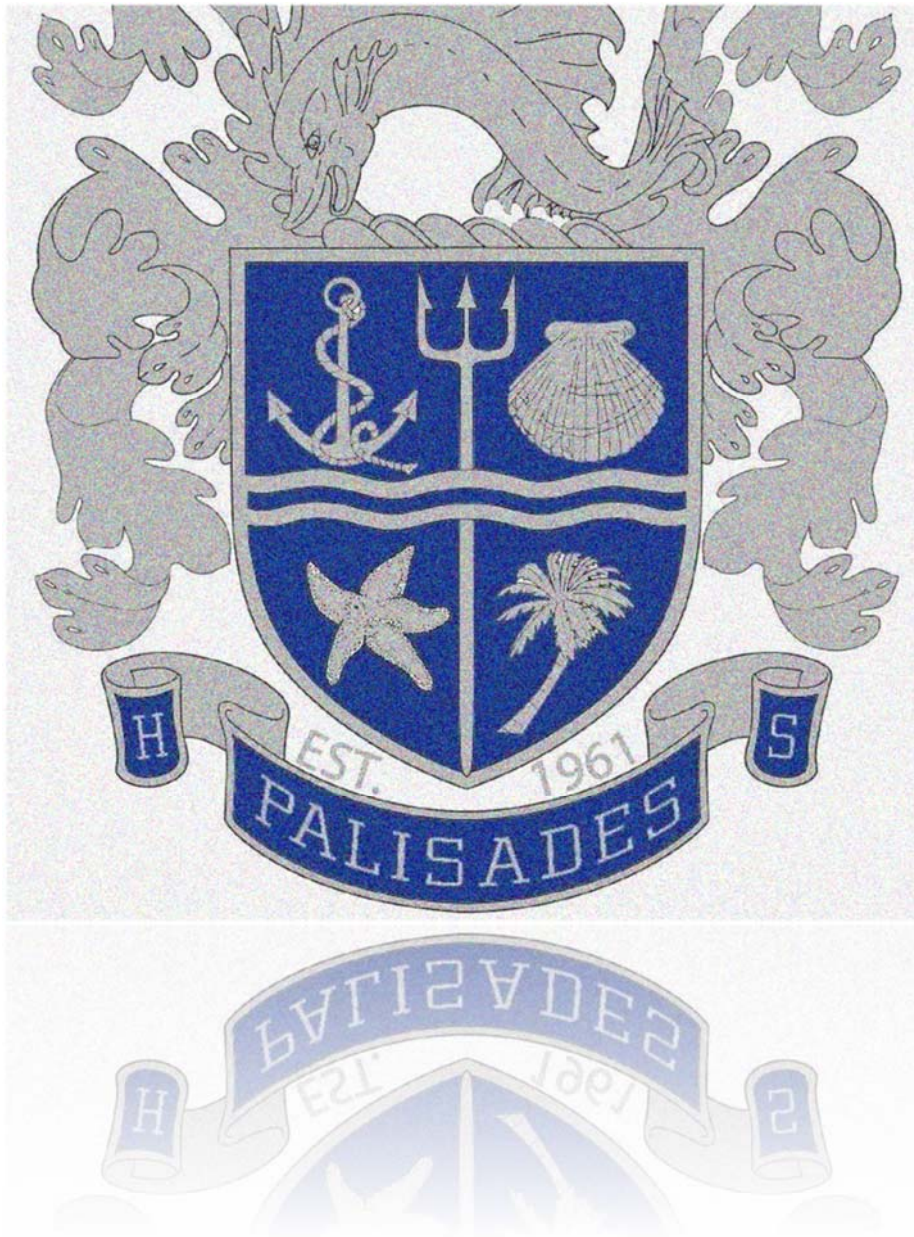
- 1. Parking lot fence
- 2. PE Fence
- 3. Mercer Music Fence

Coversheet

Fiscal Policies and Procedures Manual

Section: VII. Finance
Item: A. Fiscal Policies and Procedures Manual
Purpose: Vote
Submitted by:
Related Material: VII_A_Fiscal Policies Procedures Manual_11_7_17.pdf

FISCAL POLICIES MANUAL



PALISADES CHARTER HIGH SCHOOL

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A CALIFORNIA DISTINGUISHED SCHOOL

Arleta Ilyas
Finance Manager
310-230-7235 ailyas@palihigh.org

MEMORANDUM

To: Anyone who needs a Check
From: Finance Office
Date: 11/5/15
Subject: Instructions for Bluies

When turning in a "bluie" (Check Request)

- 1) Please make sure the bluie is correctly signed off by my administrator and the coach/Faculty advisor – Sign the right side on the Approved* line.
- 2) The Finance Office requires **48 hours** from receiving completed check request to produce the completed check, plan accordingly!
- 3) All receipts turned in for reimbursements must be originals! NO COPIES
- 4) Reimbursements should be turned in within 30 days of purchase.
- 5) Please check with the Finance office to make sure there is money in your budget before spending it! E-mail the ASB Bookkeeper
- 6) All receipts should be from a company, not hand written
 - a. The receipt should state:
 - i. The amount paid or due
 - ii. Who paid it or who the money is due to
 - iii. The receipt should show evidence that the amount has been paid
- 7) Personal reimbursements are used when the purchases cannot be placed with a PO such as
 - a. Gas, food from Grocery Store,
 - b. Very inexpensive items (under \$100)
 - c. Emergency purchases
- 8) Prior approval needs to be given by the Finance Manager (Arleta Ilyas) for personal reimbursements over \$500.
- 9) Gift cards are not allowed to be purchased through ASB funds. This is considered a gift of public funds and a violation of the California Constitution.
- 10) If the ASB is reimbursing you for items or equipment from expense funds, those items are now property of PCHS! That means props, costumes, bats, jerseys... They stay with the program; they are not yours and are not to be given away.
- 11) If a payment is made for services to a person we must have a completed W-9 form so that we can give them a 1099 tax form at the end of the year
- 12) All payments for services (not reimbursements) to PCHS employees will be added to your paycheck and taxed. IT'S THE LAW! NO EXCEPTIONS
- 13) Remember that all of these are to help keep our accounts within the terms of the law. This is what California, our Board of Trustees, and our Auditors require.

Thank you for your cooperation.

15777 BOWDOIN STREET PACIFIC PALISADES CA 90272

Tel: (310) 230-6623 Fax: (310) 454.6076 Web: www.palihigh.org



A CALIFORNIA DISTINGUISHED SCHOOL

Arleta Ilyas
Finance Manager
310-230-7235 ailyas@palihigh.org

MEMORANDUM

To: PCHS Staff, Faculty and Club Sponsors
From: Arleta Ilyas/Finance Office
Date: 11/5/15
Subject: Finance Office Deposits and Accounts Guidelines

Finance Office Hours: 7AM to 3:30PM
Hours for Deposit: 7AM to 9AM and 2PM to 3:30PM

When Making Deposits

- Put your deposit in the deposit envelope and fill the form out completely.
- You can request a double count and receipt for your deposit on the spot during the deposit hours stated above.
- A coin machine will be available for you to count and roll your coins for deposit
- If the depositor does not wait for the double count they will receive their receipt within 24 hours
- Deposits should be turned in at the Finance Office to either Arleta Ilyas or the ASB Bookkeeper
- Deposits may NOT be put in Arleta Ilyas or the ASB Bookkeeper box in the front office
- Deposits will be posted to your account within 48 hours
- Monies collected at Athletic Events when the Finance Office is closed shall be given to the Athletic Director for deposit the next school day
- Monies collected after school hours should be kept in a safe place by the club sponsor for deposit the next school day

Regarding ASB and Fundraising Accounts

- You may request a statement of your account via email by emailing Arleta Ilyas at ailyas@palihigh.org or the ASB Bookkeeper; you will receive it by the end of the next school day
- Verbal requests will not be considered a formal request
- Trust accounts are for Clubs and Athletic Teams ONLY
- Money will never be taken from your Trust account without your knowledge
- Materials Fee's collected are to be used the same year they are collected, there will be no rollover of those monies to the next school year

Thank you for your cooperation.

15777 BOWDOIN STREET PACIFIC PALISADES CA 90272

Tel: (310) 230-6623 Fax: (310) 454.6076 Web: www.palihigh.org



A CALIFORNIA DISTINGUISHED SCHOOL

Arleta Ilyas Finance Manager
310-230-7235 ailyas@palihigh.org

MEMORANDUM

To: PCHS Staff, Faculty, and Club Sponsors
From: Arleta Ilyas/Finance Office
Date: 11/5/15
Subject: Request for Purchase Order or Check Procedures

PCHS Request for Purchase Order or Check Procedures:

- 1) Obtain the required PCHS "Blueie" form from the Finance Office. (Sample attached)
- 2) Prior to submitting the request, confirm the required approval signatures have been obtained on the right side of the form; 1) Finance Manager 2) Coach/Department Chair/or Faculty Club Sponsor 3) ED/AD or AP. CA State Law, the PCHS Board of Trustees and PCHS Auditors require THREE approval signatures.
- 3) NO Purchase Order or Check can be issued if the "blueie" is not appropriately approved.
- 4) NO Check will be issued without the ORIGINAL INVOICE or ORIGINAL RECEIPT. Copies will not be accepted.
- 5) All invoices/receipts should be from the vendor or company on company letterhead.
 - a. The invoice/receipt should state:
 - i. The amount paid or due
 - ii. Who paid it or who the money is due to
 - iii. The receipt should show evidence that the amount has been paid
- 6) Requests for reimbursements should be submitted to the Finance Office within 30 days of purchase.
- 7) Personal reimbursements are used when the purchases cannot be placed with a PO such as
 - a. Gas, food from Grocery Store,
 - b. Very inexpensive items (under \$100)
 - c. Emergency purchases
- 8) Prior approval needs to be given by the Finance Manager (Arleta Ilyas) for personal reimbursements over \$500.
- 9) Please check with the Finance office to ensure there are funds in your budget before spending it!
E-mail Arleta at ailyas@palihigh.org
- 10) If the ASB is reimbursing you for items or equipment from expense funds, those items are now property of PCHS! That means props, costumes, bats, and jerseys... They stay with the program; they are not yours and are not to be given away.
- 11) If payment is made for services to a person, a completed W-9 form must be submitted for annual tax purposes. (See attached W-9)
- 12) All payments for services (not reimbursements) by PCHS employees will be added to your paycheck and taxed appropriately. IT'S THE LAW! NO EXCEPTIONS
- 13) The Finance Office requires **48 hours** to process your request. Please plan accordingly.

Thank you for your cooperation.

15777 BOWDOIN STREET PACIFIC PALISADES CA 90272

Tel: (310) 230-6623 Fax: (310) 454.6076 Web: www.palihigh.org

**PALISADES CHARTER HIGH SCHOOL
CASH RECEIPTS PROCEDURES
CAFETERIA**

Cashier Procedures

- The cashiers need to fill out the inventory spreadsheet daily (breakfast, nutrition, lunch and snack) with all the items that they have in their point of sales
- The cashiers received a bag with \$35 in the morning
- They have to count the money and make sure the amount is correct
- Then, they open the computer and input the \$35 in the system to start with the transactions
- When Nutrition is done, they count the money and input it in the system (their own POS computer), they keep \$35 in the bag and the rest goes to the Senior Cafeteria Clerk to be counted.
- Senior Cafeteria Clerk counts the money, as well as check inventory and get the reports from the main computer to match the total amount of each register
- At the lunch time we follow the same procedure as the morning
- If there is any discrepancy, or the amount don't match with the report and inventory the cashier needs to fill out a report and explain why is short or over and sign it. Any shortage of over \$5.00 is discussed with the cashier and/or the Cafeteria Manager, Senior Cafeteria Clerk.
- At the end of the day, Cafeteria Manager receives cash to deposit, she re-counts deposit amounts inputs it on a spreadsheet breaking down the deposit by type of cash amount. Cafeteria Manager inserts the money inside a sealed deposit bag, then fills out a deposit ticket with the currency, coins and total amount and then attaches it to the money bag. The bag is then closed and I prepare a sticker label with the dollar total amount and I place it on the front of the bag.

Block Grant Policy

(approved by the Budget/Finance Committee to recommend to the Board for adoption on 2/13/17)

While most block grants (i.e. Common Core, College Readiness, etc) require us to create a special budget detailing how those funds will be allocated, some are discretionary. I would like for us to have a policy regarding block grants that shows how we are accountable for those funds regardless of whether it is required or not. Block grants are usually a temporary funding source and we should be able to show how we are using these funds. Our block grant policy would require us to report the following to our stakeholders:

- Budget proposal for the intended monies
- Board approval of the budget proposal
- Final statement of funds spent and how they were spent

2/15/2017

College Readiness Block Grant Letter - Postsecondary (CA Dept of Education)



Home / Curriculum & Instruction / Grade Spans / Postsecondary

**California Department of Education
Official Letter**

September 1, 2016

Dear County and District Superintendents and Charter School Administrators:

COLLEGE READINESS BLOCK GRANT

Governor Brown signed Senate Bill 828 into law in June 2016. SB 828 authorizes the allocation of a \$200 million College Readiness Block Grant (CRBG), in the 2016–17 fiscal year (FY), to provide California's high school pupils, particularly unduplicated pupils, as defined in *Education Code* sections 42238.01 and 42238.02, additional supports to increase the number of students that enroll at institutions of higher education and complete an undergraduate degree within four years.

The purpose of this letter is to notify local educational agencies (LEAs) that the preliminary entitlements of the CRBG have been posted. The CRBG funding is available to county offices of education, school districts, and charter schools that reported unduplicated pupils in grades nine through twelve during the 2015–16 FY. Eligible LEAs must be currently accredited, or in the process of obtaining accreditation from the Accrediting Commission for Schools, Western Association of Schools and Colleges. No LEA serving at least one unduplicated pupil in grades nine through twelve during the 2015–16 FY shall receive a total allocation of less than \$75,000.

The California Department of Education will apportion CRBG funds in two installments. The first apportionment reflecting approximately 50 percent of each LEA's entitlement will be released in October 2016. Remaining funds will be released in spring 2017. Funds are available for expenditure or encumbrance through the 2018–19 FY. The CRBG details may be accessed on the CRBG Web page at <http://www.cde.ca.gov/ci/gs/ps/collegereadiness.asp>. Enclosed is a copy of the CRBG Summary Table for reference to timelines and responsibilities.

For allocation questions, please contact Thi Huynh, Education Fiscal Services Consultant, in the School Fiscal Services Division, by phone at 916-324-4555 or by e-mail at thuynh@cde.ca.gov. For program questions, please contact Jose Ortega, Education Programs Consultant, in the College Preparation and Postsecondary Programs Office, by phone at 916-323-6398 or by e-mail at CRBG@cde.ca.gov.

Sincerely,

Tom Torlakson

TT:lfb

<http://www.cde.ca.gov/ci/gs/ps/crbgsspi.asp>

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2/15/2017

College Readiness Block Grant Letter - Postsecondary (CA Dept of Education)

Attachment

California Department of Education

September 1, 2016

Attachment

College Readiness Block Grant Summary

NOTE: Please refer to *Education Code* Section 41580 for the language of the College Readiness Block Grant (CRBG). This document is only provided as a summary of the CRBG and may not contain all relevant statutory language.

Item/Responsibility/Timeline	Notes
<p>Item: First Apportionment of CRBG Funds (approximately \$100 million)</p> <p>Responsibility: California Department of Education (CDE)</p> <p>Timeline: Fall 2016</p>	<ul style="list-style-type: none"> ■ The CDE will send out the first apportionment based on preliminary allocations to local educational agencies (LEAs), including school districts, county offices of education, and charter schools (both local and direct funded) that reported at least one unduplicated pupil in grades nine through twelve in the 2015–16 fiscal year (FY). ■ Each eligible LEA will receive a minimum of \$75,000 of funding, based upon the number of unduplicated pupils, as identified in <i>Education Code</i> sections 42238.01 and 42238.02. ■ Schools must be accredited or in the process of obtaining accreditation from the Accrediting Commission for Schools, Western Association of Colleges (WASC). ■ Funds are available for expenditure/encumbrance through the 2018–19 FY.
<p>Item: Develop and Approve Local Plan for CRBG Funds</p> <p>Responsibility: LEA</p> <p>Timeline: Fall 2016</p>	<ul style="list-style-type: none"> ■ As a condition for receiving funds, an LEA shall develop a plan describing how the funds will increase or improve services for unduplicated pupils to ensure college readiness. ■ Plans shall be aligned with the LEAs local control and accountability plan. ■ Plans shall be discussed at a regularly scheduled meeting by the governing board of the LEA and adopted at a subsequent regularly scheduled meeting.

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2/15/2017

College Readiness Block Grant Letter - Postsecondary (CA Dept of Education)

<p>Item: Required Report</p> <p>Responsibility: LEA</p> <p>Timeline: Due on January 1, 2017</p>	<ul style="list-style-type: none"> ■ The CDE will post a link to a brief online report to collect information on how the LEA will measure the impact of CRBG funds and if any school is not accredited or in the process of being accredited by WASC. ■ The report is required as a condition of funding. The LEAs that do not submit the required report will be billed for return of funds paid in the first apportionment.
<p>Item: Second Apportionment of CRBG Funds (approximately \$100 million)</p> <p>Responsibility: CDE</p> <p>Timeline: Spring 2017</p>	<ul style="list-style-type: none"> ■ The CDE will calculate final entitlements and send out the balance of remaining funds to eligible LEAs, adjusted for closed charter schools, LEAs that did not submit the required report, and schools that are not WASC accredited.

Last Reviewed: Friday, October 21, 2016



PALISADES

CHARTER HIGH SCHOOL

Palisades Charter High School Schoolwide Fundraising Policies & Procedures

A. Purpose

The purpose of this policy is to establish policy and procedures governing the initiation, authorization, and review of all fundraising activities of Palisades Charter High School (PCHS). This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with state and federal laws.

PCHS encourages community and business partnerships that enhance and supplement the public education system. PCHS also desires to protect students, parents, teachers, and school administrators from over-commercialization and fundraising efforts that are coercive and disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit.

B. Scope

This policy applies to all PCHS administrators, licensed educators, staff members, students, organizations, sports teams, volunteers and individuals who initiate, authorize, or participate in fundraising events or activities for school-sponsored events. It is expected that in all dealings, PCHS and school employees will act ethically and consistent with PCHS' mission and strategic goals.

While the relationship is one of trust and support, PCHS-related independent non-profit 501(c) (3) such as booster organizations and parent-teacher organizations are not PCHS sponsored organizations, these organizations must meet the terms and conditions of this policy to use the PCHS name, mascot, logo, PCHS facilities or to represent any affiliation with PCHS.

C. General Policy Statement for School-sponsored Activities

1. "Public funds" are money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state and any of its political subdivisions.
2. Fundraising is permitted within PCHS to raise additional funds to supplement school-sponsored academic and co-curricular programs.
3. "School-sponsored" means activities, fundraising events, clubs, camps, clinics, programs, sports, etc., or events, or activities that are authorized by PCHS that support PCHS or authorized curricular school clubs, activities, sports, classes or programs that also satisfy one or more of the following criteria.



PALISADES

CHARTER HIGH SCHOOL

The activity:

- a. Is managed or supervised by a PCHS employee.
- b. Uses PCHS facilities, equipment, or other school resources.
- c. Is supported or subsidized by public funds, including school's activity funds or minimum school program dollars.
4. PCHS recognizes that fundraising efforts, donations, and public supports varies. PCHS is committed to appropriate distribution of unrestricted funds and the management of fundraising to ensure that the educational opportunities of all students are equal and fair.
5. PCHS is committed to the principles of gender equity and compliance with Title IX guidance. PCHS commits to use all facilities, unrestricted gifts and other available funds in harmony with these principles. PCHS reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX.
6. The Executive Director/Principal, consistent with PCHS policy, shall have the responsibility to review and approve all fundraising activities in advance of scheduled events or activities.
7. Annually, each PCHS department or program will review all planned camps, clinics, activities, and fundraisers to determine those as school-sponsored. Those not designated as school-sponsored will follow the non-school-sponsored criteria in Section E.
8. All monies raised through fundraisers from school-sponsored activities are considered public funds. PCHS is ultimately responsible for the expenditure and allocation of all monies collected and expended through student, school-organized fundraising.
9. The collection of money associated with fundraisers for school-sponsored activities will comply with PCHS cash receipting policies.
10. The expenditure of any public funds associated with fundraisers for school-sponsored activities will comply with PCHS cash disbursement policies.
11. Properly approved school-sponsored activities may:
 - a. Use the school's name, facilities and equipment.
 - b. Utilize PCHS employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
 - c. Be insured under PCHS' risk management policy.
12. Authorization and supervision of fundraising for school-sponsored activities:
 - a. Fundraising at PCHS shall be approved in writing, prior to the activity by the Executive Director/Principal and supervised by PCHS employees.
 - b. Donations from individuals or organizations will follow PCHS' gift and donation policy.
 - c. The sale of banners, advertising, signs, or other promotional materials that will be displayed on school property must be approved by the Executive Director/Principal before the items are initiated or printed, and must meet community standards. Partisan or political advertising and advertising for products that are prohibited by law or use by minors, such as alcohol, tobacco,



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CHARTER HIGH SCHOOL

or other substances that are known to endanger the health and well-being of students, are prohibited.

- d. All fundraising projects for construction, maintenance, facilities renovation or improvement and other capital equipment purchases must be approved in writing by the Executive Director/Principal, Chief Business Officer and the PCHS Board of Trustees.

D. General Fundraising Standards for School-sponsored Activities

1. PCHS reserves the right to prohibit, restrict or limit any fundraising activities associated with the school.
2. Faculty and student participation in fundraisers is voluntary.
3. Participation in fundraising shall not affect a student's grade. Students shall not be required to participate in fundraising activities as a condition of belonging to a team, club or group, nor shall a student's fundraising effort affect his/her participation time or standing on any team, club or group.
4. Competitive enticements for participation in fundraisers are discouraged. If prizes or rewards are offered by a selected fundraising vendor, they should only be awarded to groups, classes or students, and must be disclosed and approved prior to the fundraiser. Rewards, prizes, commissions, or other direct or indirect compensation shall not be received by any teacher, activity, club or group director, or any other PCHS employee or volunteer.
5. Door-to-door sales or solicitations are prohibited.
6. Approval may be denied for fundraising activities that would expose PCHS to risk of financial loss or liability if the activity is not successful.
7. Fundraising activities shall be age appropriate, and shall maintain the highest standards of ethical responsibility and integrity.
8. Fundraising revenues should be accounted for at an individual contribution level or participation level. Participation logs should be retained and turned into the business office to be included with the deposit detail.
9. Fundraising for unrelated third-party organizations is prohibited.
10. PCHS employees may not set up bank accounts for activities or fundraisers associated with PCHS.
11. PCHS employees may not create any Go Fund Me campaigns in the name of PCHS without prior approval of the Executive Director/Principal.
12. PCHS-related organizations shall not make any direct purchases or payments, including, but not limited to, purchasing uniforms and payment of fees associated with any student activity without obtaining the Executive Director/Principal's approval of such purchase. Representatives from PCHS-related organizations should meet and confer with the Executive Director/Principal prior to the end of the school year to determine if such approval for purchases and fundraising are authorized.
13. PCHS-related organizations cannot hire employees or independent contractors employed by PCHS without prior written approval from the Executive Director/Principal.



PALISADES

CHARTER HIGH SCHOOL

and without adhering to required background checks.

14. All fundraising organizations shall not solicit funds directly from prospective student participants and/or their families until a roster or the equivalent has been established for said activity.
15. All PCHS fundraising entities are prohibited from requiring students or families to pay to participate in any school activities. Pursuant to Education Code Section 49010 and 49011 supplies, materials, activity fees and equipment must be provided to students free of charge.

E. Non-school sponsored Activities & Fundraisers

1. Activities, clubs, groups and their associated fundraisers or other activities that are not school-sponsored or groups, clubs, sports, and programs that are not managed by PCHS employees are deemed to be non-school-sponsored. Non-school-sponsored activities may:
 - a. NOT use the school's name without express PCHS permission.
 - b. NOT use PCHS' facilities, equipment, and other assets or staff unapproved by the Executive Director/Principal in advance.
 - c. NOT co-mingle public funds and private fundraising proceeds or expenditures.
 - d. NOT use school records to contact parents or students.
2. Funds, donations, or gifts generated through non-school-sponsored activities or events may be donated to PCHS to support specific programs, teams, groups, clubs, etc. All donations or gifts shall follow guidance established in the PCHS donations and gifts policy.

F. Conditions for Non-Profit 501(c) (3) Corporations Representing PCHS

1. Palisades Charter High School currently recognizes the following booster groups whose sole fundraising efforts are to benefit PCHS students and school related activities: Palisades High School Booster Club, Pacific Palisades Lacrosse Association, Pali Quarterback Club and the Pacific Palisades Baseball Association.
2. Each entity, current or new, will provide the Executive Director/Principal copies of the following:
 - a.) Letter from Dept. of Treasury verifying tax exempt status by August 15, 2017.
 - b.) Articles of Incorporation by August 15, 2017.
 - c.) Current Bylaws by August 15, 2017, and any amendments thereto within a month of Adoption.
 - d.) Evidence of Liability insurance by August 15 of each year.
 - e.) Annual Registration with Attorney General (RRF-1) by approximately November 15 of each year.
 - f.) Current Statement of Information (S1-100) by August 15, 2017 and biennially thereafter by approximately November 15th.
 - g.) Copies of the most recent Federal and State tax returns by approximately November



PALISADES

CHARTER HIGH SCHOOL

15 of each year.

3. By no later than August 15, 2017, and annually thereafter if the documents are **updated** or **revised**, all non-profit 501(C) (3) corporations will provide to the Executive Director/Principal the following documents:
 - a.) Letter from Dept. of Treasury verifying tax exempt status.
 - b.) Articles of Incorporation.
 - c.) Current Bylaws.
4. Accounting
 - a.) A PCHS-related organization must submit a financial or audit report, performed in accordance with generally accepted accounting principles, to the Executive Director/Principal by October 1 of each calendar year. A PCHS-related organization shall permit the PCHS's Chief Business Officer or designee to at least annual audit all bank accounts maintained by the PCHS-related organization at the PCHS's discretion.
 - b.) The PCHS-related organization's bylaws must specify a reasonable procedure for internal financial control that shall be reviewed and approved by the PCHS's Chief Business Officer.
5. PCHS Website
 - a.) A PCHS-related organization may operate a website that is accessed through the PCHS website if the following conditions are met:
 - i.) Written permission from the Executive Director/Principal is granted for the for the PCHS related organization to create a link to the organization's web-Site.
 - ii.) The content of the website is approved by the Executive Director/Principal.
 - iii.) Sites, pages and/or other material that have not been actively maintained for six (6) months may be removed without notice.
 - iv.) Information published will not contain advertising, sponsored links, or the endorsement of any products or services without the written approval of the Executive Director/Principal.
 - v.) No names, images, work or other information about specific students shall be published on the Internet without the written consent of the parent or legal Guardian.
 - vi.) If any photograph, video, or other published image contains individually identifiable students, permission to use the image must be on file from all students in the image.
 - vii.) Each PCHS-related organization shall maintain a file of permission forms. It is the responsibility of the person publishing the content to verify written parent or legal guardian consent before using any student name, image, work or other information on the Internet.
 - viii.) Web pages may not be used to promote political positions, personal agendas, non-PCHS related activities, or other uses that jeopardizes the PCHS's tax-exempt status or be deemed inappropriate by the Board of Trustees.
 - ix.) Sites may not contain links to any questionable material or anything that can be



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deemed to be in violation of any PCHS policy or any applicable law.

- x.) The PCHS name, mascot and/or logo may not be used without the written permission of the Executive Director/Principal.
6. Prohibited Activities:
- a.) PCHS-related organizations should not make any direct purchases or payments, including, but not limited to, purchasing uniforms and payment of fees associated with any student activity without obtaining the Executive Director/Principal's approval of such purchase. Representatives from the PCHS-related organization should meet and confer with the Executive Director/Principal prior to the end of each school year to determine if such approval for purchases and fundraising objectives are authorized.
 - b.) PCHS-related organizations cannot hire employees or independent contractors employed at PCHS without prior written approval from the Executive Director/Principal and without adhering to required background checks.
 - c.) All PCHS-related organizations are prohibited from requiring a student or families to pay to participate in any school activities. Pursuant to Education Code Section 49010 and 49011 supplied, materials, activities fees and equipment must be provided to students free of charge.
 - d.) All PCHS-related organization shall not represent or imply that activities, contracts, purchases or financial commitments are made on behalf of or are legally binding upon PCHS.
 - e.) Any violation or breach of this policy by a non-profit 501(c) (3) will automatically terminate their relationship with PCHS and will be prohibited from soliciting any donations or other fundraising activity under the name of PCHS.

G. Capital Fundraising/Large Fundraising Projects

- 1. All fundraising projects for construction, maintenance, facilities renovation or improvement, and other capital equipment purchases must be approved by the Executive Director/Principal, the Chief Business Officer and the Board of Trustees. Prior to the initiation of a large capital drive or specific fundraising drive, the following will be provided to the Chief Business Officer for evaluation and recommendation to the Executive Director/Principal:
 - a. Prospective construction, maintenance or renovation plans and estimated costs.
 - b. Proposed naming opportunities.
 - c. Proposed fundraising timeline.
 - d. Loans or financing agreements.
 - e. Maintenance or upkeep requirements and costs.
 - f. Assurances of compliance with Title IX and any ADA restrictions.
 - g. The Executive Director/Principal will make a recommendation to the Board of Trustees. The Board reserves the right to tentatively approve plans, pending fundraising, donations, equity or other conditions



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H. Gift and Donation Acceptance Policy

Acceptance of any contribution, gift or grant is at the discretion of Palisades Charter High School. PCHS will not accept any gift unless it can be used or expended consistently with the purpose and mission of PCHS.

No irrevocable gift, whether outright or life-income in nature, will be accepted if under any reasonable set of circumstances the gift would jeopardize the donor's financial security.

PCHS will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their donation.

PCHS will accept donations of cash or publicly traded securities. Gifts of in-kind services will be accepted at the discretion of PCHS.

Certain other gifts, real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to special obligations raised or liabilities that may pose for PCHS.

PCHS will provide acknowledgments to donors meeting IRS substantiation requirements for property received by PCHS as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by PCHS.

PCHS will respect the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. With respect to anonymous gifts, PCHS will restrict information about the donor to only those staff members with a need to know.

Palisades Charter High School –Purchasing Guidelines

- All goods or services to be purchased on behalf of Palisades Charter High School require a purchase order request form (PO Request Form).
- PO request forms should be obtained directly from the finance office or Department/Program chair prior to purchasing the product/service.
- PO request forms for School Wide items approved in the Budget such as Furniture and Capital must be approved by the Operations Manager. If the item is technology related and or it is over \$10,000, Executive Director must approve the purchase. If the item is unbudgeted for, Executive Director must approve purchase.
- A completed PO request form, including vendor name, address, contact information, School Year Budget area (Program &/or Department) to be charged, order quantities, order description, unit cost , sales tax, delivery charges and extended costs must all be included on the PO request form. Quotes or estimates should be attached to PO requests. Incomplete PO request forms will be returned to the Department/Program Chair for completion by the requestor.
- Completed PO request form, with any supporting information must be approved by Department/Program Chair prior to order being placed
- Department/Program Chair is responsible for monitoring PO requests received to the Approved Budget amounts. Department/Program Chair is responsible to monitor that the PO being placed meets the needs of PCHS, complies with State standards, as applicable and contributes to the goals and vision established by the Board of Trustees.
- Approved PO request forms should be forwarded to the Purchasing Department for processing (Note: Any PO's for personal reimbursement must include all original receipts, copy of cancelled check, or credit card statement-showing requestor's name and item purchased and other supporting documentation)
- **Reimbursement guidelines:**
 - PCHS strongly encourages employees to purchase on credit from PCHS approved vendors for which payment can be made directly from PCHS to the vendor.
 - No reimbursements for gift cards. Gift cards are considered a gift of public funds and illegal by the State of California constitution.
 - Personal Reimbursements should be within budget and receive prior approval.
 - Any items ordered via personal reimbursement MUST be shipped to the school and not a personal home address. If being shipped to personal home address, proof of item received (i.e.: packing slip or shipping label) must be included along with the receipt
 - Any personal reimbursements over \$150.00 and without prior approval will require dual approval from the Department/Program Chair/Direct Supervisor AND a representative from Administration.
- Finance office will convert PO request into an official school purchase order to send to vendor. Department/program chair will receive a copy of official school purchase order form along with order placement confirmation.

Palisades Charter High School –Purchasing Guidelines

Palisades Charter High School – Purchasing Procedures



Palisades Charter High School – Credit Card Procedures

Policies

- Credit cards cannot be used for cash advances, non-business related purchases, purchases of gift cards, and alcohol. These are all ILLEGAL under the California Constitution
- Card numbers may not be distributed beyond the designee, written down, or stored.

Procedures:

Step 1:
Requester of purchase has identified the need of a purchase via school credit card

Step 2:
Requester of purchase will complete a purchase order request form and obtain approval of purchase from department chair, and if over \$500, from administrator

Step 3a:

- If purchase is made from school credit card, finance office or main office will make the purchase on the school credit card based off the information on purchase order request form.
- If purchase is being made via store credit card, see step 3b.

Step 3b:

- If purchase requires use of a store credit card, purchaser will go to finance office and "check-out" the card. Purchaser will sign out and sign in the card at the finance office. Card must be returned within 24 hours of checkout.
- Purchaser will also bring a signed, purchase order request form to finance office .

Step 4:

- Requestor of purchase will bring packing slip to finance office as proof of receipt of goods
- If purchase was made with the school's store credit card, purchaser will bring original receipt to the finance office along with the school's store credit card
- Finance office will attach receipt to PO and purchase order request

Step 5:

- Finance office will reconcile credit card statement to purchase orders
- Payment of credit card will be made on a monthly basis in accordance to credit card policies.



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Proposed PCHS Travel Policy:

Conference/Travel Request Forms must be approved by the Executive Director/Principal prior to committing any funds and shall be forwarded to the Finance Office at least two weeks in advance of any trip or conference. Conference/Travel not approved in advance by the Executive Director/Principal may not be reimbursed.

When travel is requested by the employee, same guidelines apply, however there will be a limit placed on the reimbursement amount for lodging & travel. The limits are as follows:

Lodging: Up to \$150

Travel: Up to \$150

Meals: Up to \$40, only if the conference is considered out of district.

Mileage: If the distance to the conference is less than your daily commute to Pali, there will be no mileage reimbursement. Pali would approve mileage for conferences up to 50 miles from your home.

When Travel is required by the school, all costs will be covered, but under these specific guidelines.

In-district Travel

Travel within Los Angeles and Orange Counties shall be considered "in-district" travel. Reimbursement for use of a private vehicle for in-district travel shall be submitted on the Mileage Reimbursement Claim Form and shall be paid at the current IRS-approved rate. Parking fees should be included on the Mileage Reimbursement Claim Form and the receipt attached. Mileage will only be covered when the conference is greater than the person's one-way commute to Palisades, but only up to 50 miles.

Mileage Reimbursement Claim Forms may be submitted at the end of each semester or when the cumulative reimbursement amount reaches \$25.00.

Meals associated with in-district travel are not normally allowed unless part of a specific meeting of conference. Prior approval by the Superintendent or designee is required. Reimbursement shall be claimed through a Travel & Conference Claim Form.

Out-of-district Travel

All out-of-state travel requires prior approval by the Board of Trustees.

After the Travel Request Form has been approved, the district will advance funds via purchase order or school credit card for conference registration, airfare, and hotel accommodations. Personal credit cards may be used with prior authorization.

1. Advance payments for conference registration or airfare will be made by purchase order or check wherever possible.



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2. Hotel accommodations will be paid for by an advance payment by district purchase order or district check wherever possible. A personal credit card may be used to hold the reservation and a district check hand-carried to the hotel.

Advances for other expenses will be made only if approved by the Executive Director/Principal, under special circumstances. Advances will not be made for non-employees such as spouses or community members.

Travel/Conference Expenses

Completed travel claims and all accompanying receipts must be approved by the supervisor and filed with the Business Office within 30 days of completion of travel.

Allowable Expenditures

With the exception of certain meals and bridge tolls, all travel expenses claimed must be accompanied by a receipt or other documentation. Credit card statements are not considered receipts. Allowable expenses are restricted to reasonable and necessary actual expenditures.

1. Hotel accommodations at the single occupancy rate will be allowed if an overnight stay is necessary.

2. Transportation expenses will be allowed based on the lowest total cost alternative and consideration of required travel time. In order to minimize travel costs, carpooling shall be utilized whenever possible. In the case of carpooling, mileage reimbursement will only be provided to the driver. Transportation to and from conference is determined by the lowest cost possible, i.e. if the cost of flying to the conference is lower, employee shall fly as opposed to drive, and vice-versa.

a. Airfare is restricted to economy rates unless approved by the Executive Director/Principal. Total air travel costs include mileage to and from the departure airport, tolls, parking, and the lowest cost alternative shuttle service from the destination airport to the meeting location.

b. Private vehicle will be reimbursed at the current IRS-approved mileage rate along with bridge tolls and parking fees.

c. Rental vehicles will not be allowed unless no other means of transportation from the destination airport to the meeting location is available. A rental vehicle may be approved if travel among various locations at the destination is required and not otherwise reasonably available. The school will pay for a rental vehicle in the economy classification or, if the number of school passengers warrants, a van. In no case will the district pay the additional cost for premium, luxury or sport/utility vehicle rentals. The "loss damage waiver" must be specified and will be considered a reimbursable cost.

3. Meal reimbursements shall be based on actual and necessary meal costs within prescribed allowances, including gratuities not to exceed 15%. If a meal is not taken, no amount may be claimed. If the actual cost is less than the limitations prescribed herein, only the actual amount may be claimed.

a. Meals included in a conference or meeting and for which there is a prescribed fee are not subject to these limitations.



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b. The maximum meal allowance per day is \$40.00 for a full travel day. If less than a full day's travel is required or if a meal is included in a conference registration, the following limitations apply:

Breakfast \$10.00

Lunch \$10.00

Dinner \$20.00

Non-Reimbursable Expenses

Personal expenses such as entertainment, transportation to and from entertainment, leisure tours, alcoholic beverages, gifts, donations, personal telephone calls, and expenses for guests/spouses/friends are not reimbursable.



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Empowering Educational Excellence.

CONFERENCE PROCEDURES CHECKLIST

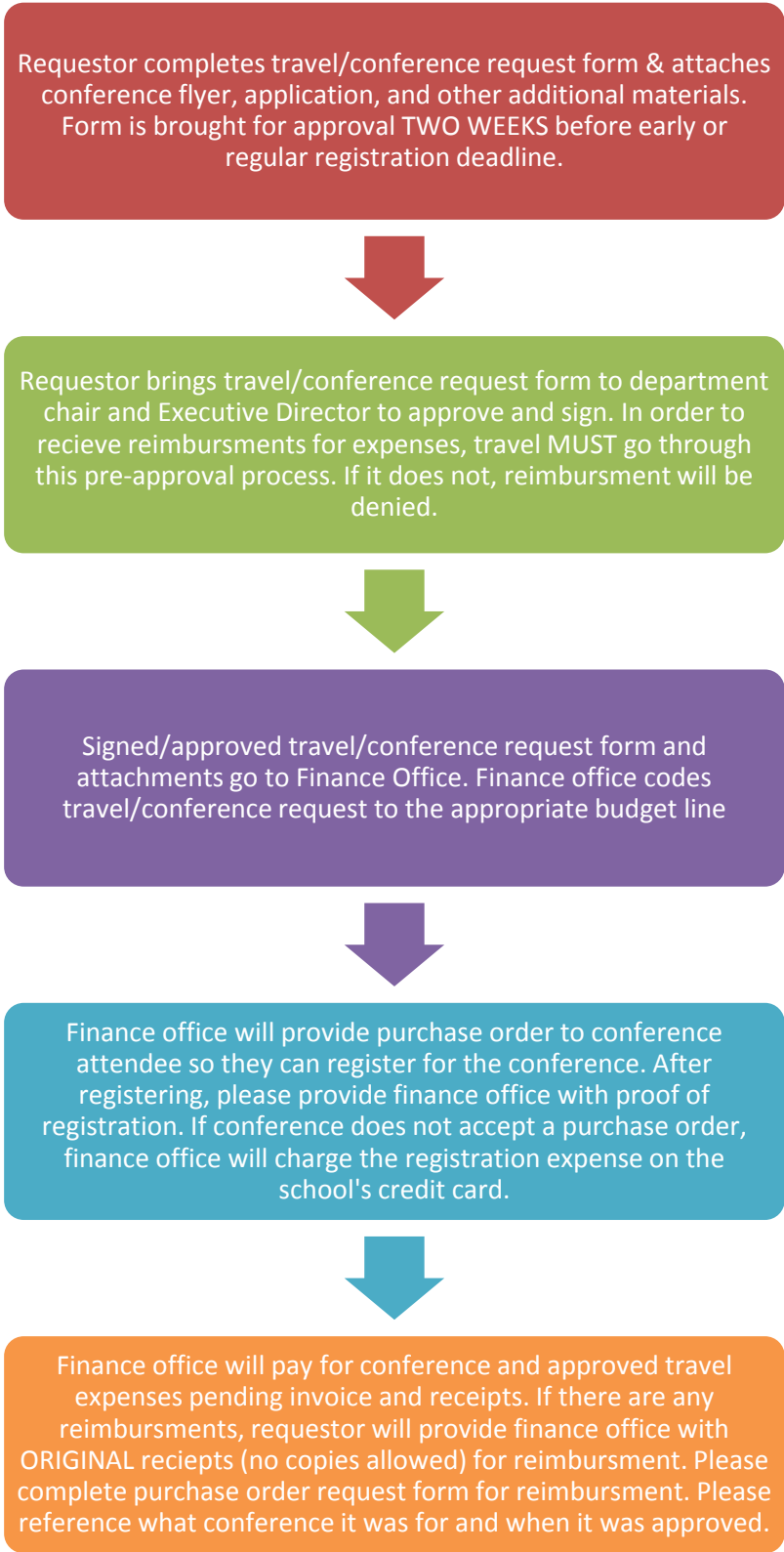
THERE IS A LIMIT OF 2 CONFERENCES PER PERSON PER YEAR!

1. Must be turned in at least **TWO WEEKS** prior to event.
2. **PLEASE DO NOT PRE-REGISTER!** All requests (requiring school funding) must be approved first. Include a note with your request, if time sensitive and a completed registration request form.
3. Fill out REQUEST FOR CONFERENCE, CONVENTION OR MEETING ATTENDANCE form. This form can be obtained on Pali website under Staff → Forms, or from (Shelby Ladnier in Main Office).
4. Sign the form, have your Department Chair sign it (if applicable).
5. Give form, back-up documentation telling about the event and purchase order including which funds will be allocated to Shelby Ladnier in Main Office who will have appropriate Administrator sign.
6. You must arrange for a substitute (if applicable).
7. A confirmation will be put in your box or emailed to you by Shelby Ladnier in Main Office once processed.

6/22/2017

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Palisades Charter High School – Travel/Conference Process





Palisades Charter High School

15777 Bowdoin St. • Pacific Palisades • California 90272

(310) 230-6623 • FAX (310) 454-6328

CONFERENCE/TRAVEL REQUEST FORM

Employee Attendee(s) Name(s): _____
 Department/Site: _____ Date of Request: _____
 Name of Conference/Activity: _____
 Organization/Company Holding the Conference/Activity: _____
 Location of Conference/Activity: _____ Date(s) of Conference/Activity: _____
 Purpose/Rationale (How will this conference/activity be of value to the school?): _____

Cost Estimate (if one form is being submitted for multiple people, be sure to include all costs for all individuals):

Estimated Expenditures	Pali to Pay Directly	Reimbursement Requested	Cost
Conference Registration _____ people @ \$ _____ per person			\$ _____
Certificated Substitute(s) _____ days @ _____ per day (sal. & stat. ben.)			\$ _____
Travel - Mileage _____ miles @ \$ 0.5350 per mile			\$ _____
Travel - Airfare _____ people @ \$ _____ per person			\$ _____
Travel - Ride Sharing Svs/Taxi/Shuttle _____ Type total amount into "cost" cell			\$ _____
Lodging _____ nights @ \$ _____ per night			\$ _____
Meals _____ Breakfasts @ \$ 10.00 per meal _____ Lunches @ \$ 10.00 per meal _____ Dinners @ \$ 20.00 per meal			\$ _____
Other (Parking, Tolls, Conference Materials, etc.) - please list below: _____			\$ _____
TOTAL APPROXIMATE COST			\$ _____
AMOUNT APPROVED			_____

without prior approval from an administrator. Upon returning from an approved event, attendee must submit an itemized Request for Reimbursement and/or a Mileage Report & Reimbursement Claim form with a copy of this form, the activity agenda/program, and all original itemized receipts for any out of pocket expenses to supervisor within 3 to 5 days of return. Expenses submitted without original itemized receipts will not be reimbursed.

Requestor Signature: _____

Executive Director Approval: _____ Date: _____

Funding Source: _____ SACS Code: _____

Will costs be reimbursed by another organization? Yes/No If so, what organization? _____

Board of Trustee/Designee Approval: _____ Date: _____

Board Approval Date (if applicable): _____ Business Office Review _____
 (initial) (date)



**Los Angeles County
Office of Education**

**INFORMATIONAL
BULLETIN # 4512**
Rev: 1/4/2017

9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Debra Duardo, M.S.W., Ed.D., *Superintendent*

January 4, 2017

TO: Business, Payroll, and Personnel Administrators
HRS District Coordinators
Los Angeles County School and Community College Districts
Charter Schools and Other Local Educational Agencies

FROM: April Reynolds, Payroll Systems Coordinator
District Personnel Information Services
Division of School Financial Services

SUBJECT: Year 2017 Federal Mileage Rate – 53.5 Cents

The Internal Revenue Service (IRS) has announced that effective **January 1, 2017**, the standard business mileage reimbursement rate for 2017 is decreasing to **53.5 cents per mile**. This change was made effective with IR-2016-169, which may be found at the website <https://www.irs.gov/uac/Newsroom/2017-Standard-Mileage-Rates-for-Business-Medical-and-Moving-Announced>, and is attached to this bulletin.

Mileage reimbursements incurred on or after January 1, 2017, are eligible for the new rate. The medical and moving mileage rates are also decreasing from 2015 rates to 17 cents per mile.

If a district mileage rate is not greater than the standard IRS rate and if each payment is substantiated by a written employee mileage claim for business use of a personal automobile, the IRS considers each payment as made under an accountable plan and not reportable as taxable compensation on an employee's W-2 statement. However, if the IRS standard rate is exceeded, the excess is taxable compensation and is subject to W-2 reporting, withholding tax, and Social Security and Medicare taxes, if applicable to the employee.

Automobile Allowance/Mileage Allowance-AAL

An automobile or mileage **allowance** is a fixed amount paid to an employee for business use of a personal automobile. Allowances are **not** based on claims for actual miles driven, are **not** reimbursements and are **not** under an accountable plan. As a result, the entire amount of an automobile or mileage allowance is considered taxable compensation by the IRS and is subject to applicable employment taxes (withholding, Social Security and Medicare) and must be fully reported on employee W-2 statements.

Year 2017 Federal Mileage Rate – 53.5 Cents

January 4, 2017

Page 2

The Human Resource System (HRS) permits use of earnings type AAL. If paid in HRS, AAL allowances are automatically included in employee W-2 statements and applicable taxes are applied to each payment.

Should you have any questions regarding this bulletin, please contact me at (562) 922-6424 or through my e-mail at Reynolds_April@laco.edu.

Approved:
Patricia Smith, Executive Director
Business and Finance

AR:sm
Attachment

SFS-A31-2016-2017



2017 Standard Mileage Rates for Business, Medical and Moving Announced

IR-2016-169, Dec.13, 2016

WASHINGTON — The Internal Revenue Service today issued the 2017 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2017, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 53.5 cents per mile for business miles driven, down from 54 cents for 2016
- 17 cents per mile driven for medical or moving purposes, down from 19 cents for 2016
- 14 cents per mile driven in service of charitable organizations

The business mileage rate decreased half a cent per mile and the medical and moving expense rates each dropped 2 cents per mile from 2016. The charitable rate is set by statute and remains unchanged.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously.

These and other requirements are described in [Rev. Proc. 2010-51](#). [Notice 2016-79](#), posted today on [IRS.gov](#), contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

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[Subscribe to IRS Newswire](#)

Page Last Reviewed or Updated: 13-Dec-2016

Attachment No: 1
Inf. Bul. No. 4511
SFS-A31-2016-2017

Refund Policy – Student Store:

The Associated Student Body (ASB) Student Store has a policy of NO REFUNDS and NO EXCHANGES for merchandise, food & beverage, and event sales made at the student store. All ticket sales to events are non-transferable. All sales are final.

Refund Policy – ASB Accounts

For refunds out of accounts housed under the ASB due to circumstances such as field trip/participation in activity cancellation, library fee refunds, etc., below are the following guidelines:

GUIDELINES AND RESTRICTIONS FOR REFUNDS OF REVENUE:

- Cash refunds are prohibited.
- A Blueie (ASB Purchase order/Check Request) must be completed and submitted to the Finance Office.
- Requestor of refund must provide proof of payment or proof of receipt from the person receiving the refund.
- Finance Office will generate a check and mail it directly to the payee.
- No refunds on donations under any circumstance.

Refund Processing Fee:

For refunds processed through ASB, there will be a processing fee of 20% of the amount refunded, due to the amount of time and effort it takes to research and process the refund.

Coversheet

Evaluation Committee Presentation

Section: IX. Executive Director/Principal (EDP) Support and Evaluation
Item: A. Evaluation Committee Presentation
Purpose: Discuss
Submitted by:
Related Material: IX_A_Part 1_EDP Support_Process for Evaluation Final_11_7_17.pdf
IX_A_Part 2_EDP Support Evaluation_11_07_17.pdf



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Process for Evaluation

General Guiding Principles. There are multiple purposes to the Evaluation. They include (in no particular order): (1) Providing feedback to the Executive Director and Principal (ED & Principal) in a constructive manner; (2) Identifying strengths and areas for improvement in the ED & Principal; (3) Fulfilling the Board of Trustees' fiduciary duty to oversee the ED & Principal; (4) to identify areas where the Principal needs additional support from the Board or from others; and (5) to determine whether the Ed & Principal's contract should be renewed and, if so, whether any terms in that contract should be changed (such as whether the ED & Principal should be given a raise) or whether discipline should be imposed.

The Evaluation process is not to be used: (1) to engage in a personal vendetta against the ED & Principal; (2) to provide public disclosure of private information; (3) to undermine the ED & Principal's authority; (4) as a guise for micro-managing the Principal's duties; or (5) to humiliate or denigrate the ED & Principal.

Similarly, while the evaluative process is, to some degree, inevitably individual in that each person must make a determination based on his or her own views, ultimately it is a collaborative effort, and the final Evaluation is the product of discussion both as an Evaluation Committee and with the ED & Principal. As such, no individual should be able to dictate the outcome of the Evaluation. By the same token, however, each member of the Evaluation team must take care to consider and weigh the views of each other member, recognizing that their own initial views may be subject to change based upon the reasoned comments of others.

The Evaluation Tool has been designed to facilitate these guiding principles, which themselves are grounded in the Board of Trustees' Guidelines and Policies. The Evaluation Tool allows for both objective and subjective comment, as well as a numeric and narrative Evaluation. This provides the Evaluation Committee with maximum flexibility to achieve the various purposes for which the Evaluation takes place. At the same time, the Evaluation Tool is a "living document." That is, it is designed to be modified and amended over time as experience dictates. So too, the Process for Evaluation is a "living document." The process may change or be altered from time to time as experience dictates and to ensure that it achieves the legitimate purposes for which it is designed. To that end, the Committee may, from time to time, determine that some or all of the steps below should be changed, and it may change the order of steps or eliminate some steps entirely.

Equally critical, the Evaluation Process, like the Evaluation Tool, is designed to be fair to the Evaluation Committee, the school, all stakeholders, and the Principal. Accordingly, the use of either the Evaluation Tool or the Evaluation Process in a manner that is not fair in fact or appearance is discouraged, even if doing so is technically permitted. The end result is more readily accepted by all (and therefore more likely to achieve its legitimate purposes) if the process by which the result is derived is widely



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perceived to have been fair. **That said, however, nothing in this Process nor in the Evaluation Tool should be construed as a limit of any kind on the Board of Trustees' powers under the contract and applicable law. Thus, by way of example only, to the extent that the contract between PCHS and the Ed & Principal allows the Board of Trustees to terminate the ED & Principal's employment without cause or notice, nothing herein is meant to, or shall, limit that power in any way.**

Specific Process.

1. *Familiarization with the Evaluation Tool.* Each member of the Evaluation Committee should review carefully the Evaluation Tool to determine the areas in which the ED & Principal is to be evaluated. Committee members should recognize that new areas, while important to them individually, should not form the basis of the evaluation generally, as the ED & Principal likely did not have adequate notice that those areas would be areas on which he or she would be evaluated. Each Committee member should determine, as to each category to be evaluated, whether that member has enough familiarity to provide an informed evaluation. If not, then the member should determine whether it is appropriate for the member to respond "Not Sufficient Information" for that category, or whether additional investigation is required so as to allow a substantive response.

2. *Gathering Additional Information.* Additional information can be gathered in one of two ways. To the extent that the Committee believes that systemic additional information should be gathered, such as by a general inquiry to the stakeholders or to any particular stakeholder group (such as the faculty), then the Committee shall authorize and approve an appropriate methodology for gathering that information. To the extent that the information is more individualized -- such as where a Committee member believes that he or she needs additional information even though the Committee does not -- then that member should obtain the necessary information. In doing so, however, no member should engage in any conduct that is disruptive, overly time-consuming, or suggestive of any particular result or outcome. Appropriate ways of getting additional information could include, by way of example, class room visits with appropriate authorization, conversations with stakeholders who express a concern, or a review of the PCHS books and records (but not in a disruptive manner).

3. *Initial Meeting with the ED & Principal.* The Evaluation Committee shall hold an initial meeting with the ED & Principal. The purpose of this initial meeting is to hear *from* the Principal; it is not to provide feedback *to* the ED & Principal. This is an opportunity for the Ed & Principal to provide information to the members of the Evaluation Committee before any member has filled out even an initial draft of the Evaluation Tool. Generally speaking, Committee members ought not to provide feedback to the Ed & Principal at this time. **Note: the Evaluation Committee may decide that it is more efficient or effective to hold this initial meeting before step 2 above.** The Evaluation Committee may, in its discretion, invite legal counsel to attend this, or any other Evaluation Committee meeting.



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4. *Initial Individual Thoughts.* Each Committee member should, thereafter, fill out a draft version of the Evaluation Tool. This draft version is for personal use only, and shall not become a record of the Evaluation Committee. Generally, because this initial draft is just that -- an initial draft -- it is unlikely that the draft will be maintained. Rather, the draft may be destroyed as the process goes forward.

5. *Closed Session Meeting of the Evaluation Committee.* The Evaluation Committee should meet in closed session to discuss each individual member's thoughts on the various evaluation areas, as well as overall thoughts and concerns. The ED & Principal ought not attend this meeting. The discussion should be frank, including all aspects of the Ed & Principal's performance. Committee members should come to the meeting open-minded and with the view that they are open to persuasion, and each individual's tentative, draft Evaluation will likely change during the course of the meeting. The Committee is not expected to come to any firm determinations at this meeting.

6. *Discussion with the ED & Principal.* Following the closed session meeting, the Evaluation Committee should meet with the ED & Principal. The purpose of this meeting is to discuss any areas of concern that the Committee has identified with the Principal, as well as to discuss any other topics the Committee believes are important to its Evaluation (including areas of particular strength, for example). Unless the Committee determines otherwise, this meeting should be attended only by the Committee and the ED & Principal and (to the extent requested by the Committee or the Ed & Principal) PCHS legal counsel. Both the Committee and the Ed & Principal should endeavor to be frank in this discussion.

7. *Closed Session Meeting of the Evaluation Committee.* After the meeting with the ED & Principal, the Evaluation Committee may, if it deems it appropriate, meet again in closed session to discuss issues raised by or with the ED & Principal.

8. *Gathering Additional Information.* If, after the meetings described above, the Committee or any member thereof believes it necessary or appropriate to gather additional information, then the Committee or the member may do so, consistent with the limits described above.

9. *Additional Closed Session Meeting, Revisions to Individual Evaluation Forms, and Committee Evaluation.* After all pertinent information has been gathered, the Evaluation Committee shall meet to discuss the Evaluation Tool. The Committee shall discuss each area of evaluation and attempt to arrive at a consensus view as to an appropriate numeric and narrative evaluation. However, each individual member shall have the right to dissent or abstain from any particular Committee evaluation, and shall have the right to provide an individual evaluation reflecting that member's individual viewpoint. A member may provide this individual evaluation even if that member concurs in the Committee's Evaluation. The Committee's consensus Evaluation shall not be a mere averaging of scores. Rather, it should reflect the Committee's collective view



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of the Ed & Principal's efforts in each area to be evaluated. While the Committee should strive to reach consensus, its Evaluation shall be determined by a majority vote of its members for each area to be evaluated and for each narrative.

10. *Additional Meeting with the ED & Principal.* If the Committee believes it appropriate, it shall have an additional meeting with the Principal, consistent with the structure set forth above. Generally, such a meeting is appropriate if the Principal is going to be ranked "Unsatisfactory" in any area. However, if the Committee believes that no purpose would be served by an additional meeting, then it need not hold such a meeting.

11. *Final Evaluation.* Following any additional meeting with the Ed & Principal, the Committee shall meet to determine whether any changes to the evaluation are required. The final Evaluation must be approved by a majority of the Evaluation Committee, and the vote shall be recorded. If any individual member wishes to file an individual Evaluation, he or she may do so in his or her sole and absolute discretion. However, any such individual Evaluation shall be signed.

12. *Delivering the Evaluation to the ED & Principal.* When the Evaluation has been finalized, the Committee shall meet with the ED & Principal and deliver the Evaluation. The Committee shall provide the Ed & Principal with a copy of the Evaluation, as well as a copy of any individual evaluations that any Committee member has completed and signed. The Committee chair shall explain the Evaluation and shall answer any questions asked by the Ed & Principal that the Committee believes are appropriate to answer. Each individual Committee member may also explain his or her view of the Evaluation both by category and overall. The ED & Principal shall sign the Evaluation. The Ed & Principal's signature shall reflect only the fact that the Evaluation was provided to him or her, and shall not be construed as agreement with the Evaluation. If the Committee's Evaluation includes any form of discipline or recommended discipline, then legal counsel shall be present at this meeting and, if in the Committee's opinion it would be helpful and appropriate, the Director of Human Resources shall also be present. The ED & Principal has the right, but not the obligation, to provide a written response to his or her Evaluation, which response shall be maintained in the ED & Principal's personnel file along with the Evaluations.

13. *Reporting Out the Evaluation.* The Evaluation Committee shall provide its evaluation to the voting members of the Board of Trustees in closed session and shall answer any questions put to the Committee by the Board. Generally, the entire Evaluation shall be provided to the Board of Trustees at this meeting. However, in extraordinary circumstances and in consultation with legal counsel, the Committee may elect to provide the Board of Trustees with a summary of its Evaluation. This Evaluation shall be treated by every Board member as strictly confidential, and the unauthorized dissemination of any such information shall give rise to a presumption that the disseminating Board member be removed as a Trustee (provided, however, that any actual removal or other sanction shall take place only as allowed by the PCHS Charter



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and Bylaws). While the written Evaluation shall be made available to the Board of Trustees at this meeting, Board members shall not keep copies of the Evaluation after the meeting concludes, nor shall they make notes of the Evaluation.

14. *Document Retention.* Generally, unless otherwise advised by legal counsel, only the final written Evaluations shall be maintained, including the Committee Evaluation and any individual Evaluations submitted by Committee members. Draft Evaluations shall not be maintained or kept, but rather should be destroyed. The Evaluation Committee may, but need not, keep minutes of its meetings, or may keep minutes of some, but not all, of its meetings, unless otherwise required by law. Unless otherwise required by law, minutes of Evaluation Committee meetings should be presumptively destroyed at the conclusion of the Evaluation Process. However, and notwithstanding the foregoing, if the Committee believes that maintaining such minutes is appropriate, then, with the advice of legal counsel, the minutes may be maintained as an official record of PCHS. Individual Committee members should not keep or maintain personal notes after the conclusion of the Evaluation Process.

Principal/Executive Director Evaluation 2016

This evaluation is conducted pursuant to the Board's Governance Policy B-EDL # 5 and the Executive Director and Principal's ("ED") employment contract. Pursuant to the ED's employment contract, upon receipt of a satisfactory evaluation from the Board, the ED shall receive a 5% salary increase and the Board may extend for an additional year the term of the ED's contract. This instrument will be used in a process described in detail in the "Process for Evaluation" attached hereto as an Appendix. In conformity with the ED's contract, this instrument requires evaluation of the ED's performance of her contractual duties (Part A) and realization of the school's annual goals (Part B). The purpose of the evaluation process is to provide candid feedback to the ED to facilitate her professional development. To that end, ratings are most productive when accompanied by specific supporting examples and evidence, which should be provided in the narratives.

Part A— Performance based on job description

Criteria	Not Enough Rater Information	Outstanding	Proficient	Needs Improvement
1. Focus and Planning				
a. Works with the Board and all PCHS stakeholder groups to establish clear goals and to ensure consistent focus on achieving those goals.				
b. Communicates and implements school mission and vision.				
c. Provides effective, visionary leadership and strategic planning designed to provide excellent education for all students.				
2. Ideals/Beliefs				
a. Is a strong student advocate.				

Criteria	Not Enough Rater Information	Outstanding	Proficient	Needs Improvement
b. Communicates and operates from strong ideals and beliefs about schooling and what is best for students.				
3. Fosters a Culture of Collegiality and Teamwork				
a. Strives to promote cohesiveness and a positive spirit among all stakeholders.				
b. Fosters shared values and a sense of community, team-building, and cooperation.				
c. Promotes cooperation among administrators, staff, and faculty.				
d. Develops shared understanding of purpose and core organizational values.				
4. Communication				
a. Establishes strong lines of communication with students, teachers, staff, parents, Board, community, and media.				
b. Communicates openly, systematically, and timely with the Board, PCHS personnel, and the community, including promptly informing the Board of significant matters.				
5. Personnel Management				
a. Develop an evaluation system for the administrators and staff and management to ensure educational excellence.				
b. Evaluate the administrators and staff and management to ensure educational excellence.				
c. Makes personnel decisions and recommendations based on sound personnel practices.				

Criteria	Not Enough Rater Information	Outstanding	Proficient	Needs Improvement
6. Monitor				
a. Evaluates effectiveness of school practices and their impact on student learning.				
b. Is current with research to meet changing needs of students.				
7. Resources				
a. Endeavors to provide teachers with materials and professional development necessary for the successful execution of their jobs.				
b. Develops and oversees a budget that is transparent and accountable and directs financial resources to fulfill the PCHS mission utilizing appropriate controls to ensure effective and efficient use of school resources.				
c. Oversees fundraising and other institutional development activities creatively and effectively.				
8. Collective Bargaining/LAUSD				
a. Is effective as the primary liaison with LAUSD, LACOE, and CDE.				
b. Advises the Board on collective bargaining issues.				
c. Promotes positive labor relations.				
9. Intellectual Stimulation				

Criteria	Not Enough Rater Information	Outstanding	Proficient	Needs Improvement
a. Continuously involves all employees and staff in reading articles and books about effective educational practices and current theories, and encourages follow-up discussions and potential implementation.				
b. Keeps informed of charter school legislation.				
c. Promotes a culture of intellectual curiosity and excellence.				
10. Order				
a. Establishes and maintains standard operating structures, procedures, and routines that employees understand and follow.				
b. Ensures compliance with applicable legislation and reporting requirements.				
c. Oversees facilities and operations to ensure a safe and clean campus.				
11. Curriculum, Instruction, Assessment				
a. Is knowledgeable about and directly involved in the design and implementation of curriculum, instruction, and assessment practices.				
b. Leads professional development for the school community.				
12. Technology				
a. Directs technology program to enhance the tracking of student information.				
b. Actively engages in identifying new technology relevant to PCHS.				
c. Identifies funding sources to support technology.				
13. Affirms and Inspires Excellence				

Criteria	Not Enough Rater Information	Outstanding	Proficient	Needs Improvement
a. Recognizes, rewards, and celebrates individual and school-wide accomplishments, hard work, and results.				
14. Change Agent				
a. Is able to solve problems creatively.				
b. Is willing and able to challenge the status quo.				
c. Inspires and leads new and challenging innovations, even when outcomes are uncertain.				
d. Has a positive attitude and is a driving force behind major school initiatives.				
15. Decision-making				
a. Illustrates good judgment, deep reflection, and incorporation of the appropriate level of input from others in the decision-making process.				
16. Flexibility				
a. Is able to adapt to changing environments.				
b. Is comfortable with dissent and able to respond without defensiveness.				
c. Encourages contrary opinions and constructive criticism.				
d. Can be directive or non-directive as the situation warrants.				
e. Tolerant of ambiguity but strives toward clarity with patience.				
17. Integrity				
a. Maintains high standards of personal and institutional integrity in the determination and implementation of policies, procedures, and problem resolution				

Criteria	Not Enough Rater Information	Outstanding	Proficient	Needs Improvement
18. Insulation				
a. Effectively buffers teachers from issues and influences that would detract from their teaching time or focus.				
b. Effectively supports colleagues so as to encourage responsible decisions and actions, even when they are likely to invite criticism.				
19. Visibility and Public Relations				
a. Makes systematic and frequent visits to classrooms.				
b. Regularly attends student activities and events.				
c. Has consistent and quality contact and interactions with teachers, students, and parents.				
d. Builds relationships with community and industry partners.				
e. Represents the school admirably in day-to-day contact with parents, other citizens, community entities, and governmental agencies.				
20. School-wide Diversity				
a. Encourages and develops cultural sensitivity among all students and other stakeholders.				
b. Promotes tolerance, acceptance, and full integration of the school's diverse population.				
c. Evidences commitment to the core role of diversity in the school's mission.				

6. 1. **Not Enough Rater Information** - There is not enough data for an evaluator to make an educated opinion regarding this particular area.
 2. **Outstanding** - Consistently exceeds expectations.
 3. **Proficient** - Consistently good and sometimes exceeds expectations.
 4. **Needs Improvement** - Does not consistently meet expectations.

Part B—Performance Based on Executive Director Principal Goals for 2015 (as an example solely)

The PCHS school-wide goals are developed annually with the PCHS Board of Trustees. The goals incorporate stakeholder input and are based on the PCHS Long Term Strategic Plan (LTSP) and WASC Action Plan. The goals are revisited monthly in board and LTSP meetings throughout the school year to ensure that the school is progressing. LTSP stakeholder teams meet monthly to prioritize goals, review progress, make recommendations, and develop budget proposals for the coming school year.

Goal Area	Not Enough Rater Information	Outstanding	Proficient	Needs Improvement
<p><i>Goal 1: PCHS will increase math support for both students and teachers.</i></p>				
<p><i>Goal 2: PCHS will expand intervention support options including tutoring for all students.</i></p>				
<p><i>Goal 3: PCHS will establish a positive culture and customer service focus throughout the organization from the Board of Trustees, administrative offices, and classrooms to demonstrate respect and encouragement for all stakeholders.</i></p> <p>A. PCHS will establish and enforce standard operating procedures pertaining to customer service. .PCHS will provide customer service skills training by group (office staff, other classified, faculty, volunteers, and student aides) and department to be completed by January 2015 with monthly follow up and refresher modules. Mid-term and end of year feedback will be collected from stakeholders regarding progress and satisfaction.</p>				

<p>Goal 3: <i>PCHS will establish a positive culture and customer service focus throughout the organization from the Board of Trustees, administrative offices, and classrooms to demonstrate respect and encouragement for all stakeholders.</i></p> <p>B. PCHS will post and convey timely, accurate information relevant to stakeholders (calendars/events, grades, assignments) through available resources including Infinite Campus, Schoology, and Event Management System (EMS) calendars. Administration and technology support will review calendars monthly to make adjustments.</p>				
<p>Goal 3: <i>PCHS will establish a positive culture and customer service focus throughout the organization from the Board of Trustees, administrative offices, and classrooms to demonstrate respect and encouragement for all stakeholders.</i></p> <p>C. PCHS will evaluate the configuration of offices and restructure where needed to promote customer service as well as provide a workspace that allows for the concentration needed to ensure accuracy and efficiency.</p>				
<p>Goal 3: <i>PCHS will establish a positive culture and customer service focus throughout the organization from the Board of Trustees, administrative offices, and classrooms to demonstrate respect and encouragement for all stakeholders.</i></p> <p>D. Prioritize “civil discourse” through outreach to collective bargaining groups and all stakeholder groups.</p>				

<p>Goal 4: PCHS will increase 21st century career awareness and opportunities for students through expanding the Career Center and increasing community involvement to offer career fairs, speakers, job shadowing and internships.</p>				
<p>Goal 5: PCHS will refine school data analysis including metrics and measurements to increase academic achievement.</p>				

PART C. OVERALL GLOBAL EVALUATION – TRIGGER LANGUAGE - OUTSTANDING, SATISFACTORY AND UNSATISFACTORY

Coversheet

Approval of reimbursements for Executive Director / Principal

Section: X. Consent Agenda
Item: B. Approval of reimbursements for Executive Director / Principal
Purpose: Vote
Submitted by:
Related Material: Expense Reimbursement 11_7_17_P Magee Part 1.pdf
Expense Reimbursement 11_7_17_P Magee Part 2.pdf

**Expense Report/ Reimbursement Form
2016-2017**

Name: Dr. Pamela Magee

Date: 11/7/2017

P.O. # _____

Date	Vendor	Description	Office	Classroom	Confer-	Comm/	Other*	Business	Rate Per	Total
			Supplies	Materials	ences	Postage		Miles	Mile	Mileage
			4350	4310	5220	5920				5210
10/16/2017	Dr. Magee	Cybercrime prevention symposium (round trip from PCHS), 1000 N. Alameda Street, Los Angeles						32.80	0.535	17.55
11/1/2017	Dr. Magee	Los Angeles Advocacy Council (Nov Mtg) (round trip from PCHS). 250 E. 1st Street, Los Angeles, CA						42.80	0.535	22.90
									0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
Total			-	-	-	-	-	75.60	0.535	40.45

Grand Total	\$	40.45
Charged Amount	\$	40.45
Net Due Employee	\$	40.45

Employee Signature: _____

Approved By: _____

Date: _____

Department/Program Name & #: _____

*-Provide full description on amounts in this column to allow for proper identification
Please submit original receipts for reimbursement. Reimbursement forms must be submitted within 30 days of purchase.

**Expense Report/ Reimbursement Form
2016-2017**

Name: Dr. Pamela Magee

Date: 11/7/2017

P.O. # _____

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Office</u>	<u>Classroom</u>	<u>Confer-</u>	<u>Comm/</u>	<u>Other*</u>	<u>Business</u>	<u>Rate Per</u>	<u>Total</u>
			<u>Supplies</u>	<u>Materials</u>	<u>ences</u>	<u>Postage</u>		<u>Miles</u>	<u>Mile</u>	<u>Mileage</u>
			4350	4310	5220	5920				5210
10/16/2017	Dr. Magee	Curriculum Council, Admin Meetings (on school credit card)					\$57.72		0.535	-
10/26/2017	Dr. Magee	Curriculum Council, Admin Meetings (on school credit card)					\$32.87		0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
									0.535	-
Total			-	-	-	-	90.59	-	0.535	-

Grand Total	\$ 90.59
Charged Amount	\$ 90.59
Net Due Employee	\$ -

Employee Signature: _____

Approved By: _____

Date: _____

Department/Program Name & #: _____

*-Provide full description on amounts in this column to allow for proper identification
Please submit original receipts for reimbursement. Reimbursement forms must be submitted within 30 days of purchase.

Coversheet

Approval of Field Trips

Section: X. Consent Agenda
Item: C. Approval of Field Trips
Purpose: Vote
Submitted by:
Related Material: X_C_Approval Field Trip Additional Materials_11_7_17.pdf

Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

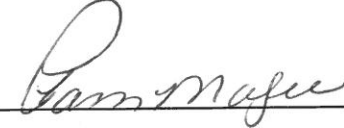
Check the appropriate box: Field Trip School Journey Curricular Trip Athletic Trip
 Curricular Buss Tour OTHER (Describe) _____

Name of Employee Certified _____
 School: **Palisades Charter High School** Supervising trip Kolavo / Carini Non-Cert. _____
 Telephone Number (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER ALL

1. Destination The Joe and Vi Jacobs Center Are admission fees charged? Yes _____ No _____
2. Dates of Trips 12/3 and 12/4 3. Number of Students 13 Number of adults 2
4. Name and employee number of employee who will go on trip: Brad Kolavo and David Carini
5. Substitute required? Yes No _____ How Many? 2 Source of funds CTE
6. Time schedule required by school: Leave School Sunday 12/3 at 1pm Arrive destination Sunday 12/3 at 3:30pm
 Leave destination Monday 12/4 at 3pm Return school Monday 12/4 at 6pm
7. Duration of trip: Less than one day ___ One day Overnight _____ (if overnight, how many days?) 1
8. Method of transportation: School bus (indicate number required) ___ Walking _____ Automobile rental
 Public Carrier: airplane _____ boat _____ bus _____ train _____ other _____ (explain) _____
9. Brief description of educational benefit to be derived from this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will participate in the VEI San Diego tradeshow. They will compete in the booth and salesmanship competition. During this time, students will setup and participate in the tradeshow.
10. Source of funds for trip _____

NOTE: It is illegal to charge students or parents for participation in any activity for which ADA will be taken.

11. Have the locations of the nearest emergency facilities been obtained? Yes No _____
12. Have forms for parent's or guardian's permission been obtained? Yes in process No _____
13. If hiking or camping activity:
 - a. Have the ranger, sheriff, police or other emergency personnel been notified of intent to be in the area?
 Yes _____ No _____
 - b. Has the area been checked for potential hazards? Yes _____ No _____
 - c. Has the School Police Department been notified of the trip? Yes _____ No _____

APPROVALS:
 Principal or Asst. Principal  Date: 11/7/2017

Board of Trustees* _____ Date: _____

* ONLY TRIPS INVOLVING SITES NOT ON APPROVED LIST MUST BE PROCESSED THROUGH THE PALISADES CHARTER HIGH SCHOOL BOARD OF TRUSTEES.